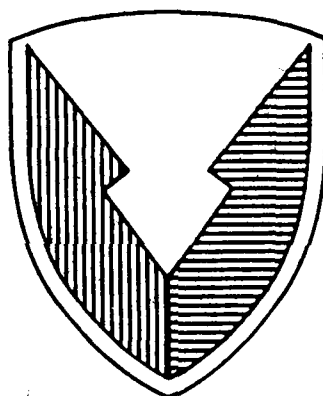AD-A197 528

AMCCOM
MANAGEMENT STUDY
OF
PROCUREMENT WORK DIRECTIVE (PWD)
PROCESSING COSTS

PREPARED BY:

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072

REPORT DOCUMENTATION PAGE

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Procurement Work Directive (PWD) Processing Cost Study (Unclass)

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Priest, Jolene J., McIllece, Raymond P.

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19. ABSTRACT (Continue on reverse if necessary and identify by block number)

The practice of issuing planning (unfunded) Procurement Work Directives (PWDs) sometimes results in wasted effort when the PWD is ultimately not funded or cancelled. In order to quantify costs associated with this "wasted effort," the procurement process was documented step by step through the Administrative Lead Time (ALT) and Procurement Administrative Lead Time (PALT) phases and, as a result of personnel interviews, the associated "hands-on" time/costs to process actions in support of the PWD were developed. The costs were calculated using a median step for the grades identified as accomplishing the work, adjusted by a factor for personnel benefits. Calculations show that, depending on the type of procurement, average "hands-on" processing costs for a procurement action, under $10M are as follows:

Sole Source = $6344
Restricted = $5387
Full & Open = $4946

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CONVENTIONAL AMMUNITION WORKING CAPITAL FUND (CAWCF)
PROCUREMENT WORK DIRECTIVE (PWD)
COST STUDY

1. PURPOSE:

To determine the actual "hands-on" time and calculate the average cost of processing a CAWCF Procurement Work Directive (PWD) from it's inception with the 825, through the Pre-Procurement Administrative Lead Time (Pre-PALT) and Procurement Administrative Lead Time (PALT) phases of the procurement process, up to the point of negotiation.

2. BACKGROUND:

a. As a result of the ALT/PALT Study, initiated by the Deputy Commanding General for Procurement and Readiness in February 1987, the Management Studies Branch (AMSMC-MGP-M) of the Management Directorate (AMSMC-MG) was asked to assist the Review and Analysis Branch (AMSMC-PPM-R) of the Procurement & Production Policy & Management Directorate (AMSMC-PP) by calculating a "hands-on" cost associated with efforts expended in processing a CAWCF planning (unfunded) PWD (Appendix A).

b. Planning PWDs can be cancelled at any time in the procurement process. Thus, work performed in support of the planning PWD can sometimes be perceived as "wasted effort" if no funds are ever provided to enable AMCCOM to award a contract. The intent of this study was to capture the cost of this "wasted effort."

3. SCOPE:

a. Initially, the study scope was limited to the Pre-PALT phase of the procurement process as it existed prior to collocation. The value of this information is two-fold. Not only does it put a cost to "wasted effort" but, because formation of the collocation group was a result of an ALT/PALT Study recommendation, the calculated cost for processing a PWD prior to collocation provides AMSMC-PP with a baseline figure from which to measure any cost differences associated with establishment of the collocation group.

b. At the request of AMSMC-PPM-R, the scope of the study effort was expanded to include the PALT phase of the procurement process because, as previously stated, a planning PWD can be cancelled at any time in the procurement process. Since actions taken in support of a planning PWD versus a funded PWD are virtually the same, costs developed are representative of both types of PWDs.

1

c. Rock Island site Headquarters, U.S. Army Armament, Munitions and Chemical Command and U.S. Army Armament Research, Development and Engineering Center elements involved in processing actions in support of the PWD were contacted for input. Of special note is the fact that, at the recommendation of AMSMC-PPM-R, solicitation for input from the Procurement Directorate was limited to the Ammunition Division (AMSMC-PCA) with the exception of the Contract Pricing Division (AMSMC-PCF) who was contacted for price/cost/technical analysis data.

4. METHODOLOGY:

a. DATA GATHERING: The primary method used for gathering data was interviews with personnel identified as accomplishing work in support of the PWD. To avoid duplication of effort, data from the Procurement and Production Policy and Management Directorate Efficiency Review (ER) was used for two offices in that directorate.

b. TIME CALCULATIONS: Interviewees were asked to provide an average time for accomplishing tasks associated with the processing of a PWD. In cases where a time range was given, the average was used for calculation of costs. Further, in the Procurement Directorate (where the bulk of PWD actions take place), an average time for each action was calculated from the times given by three different Procurement Clerks, three Clerk Typists, and eight Contract Specialists in the Ammunition Division.

c. COST CALCULATIONS AND FLOW PROCESS DEVELOPMENT: At Appendix B are the flow process charts and cost calculations developed as a result of the interviews conducted. Costs were calculated using the hourly pay rate (from the General Schedule Rate Table effective 1 January 1988, Appendix C) for the median step (step 5) of the grades identified as accomplishing the work, multiplied by the calculated average time, and adjusted by a factor for personnel benefits (12.9 percent). Cost calculations for the two offices where ER data was used are explained within Appendix B.

d. VALIDATION OF DATA: All process flows and calculated times/costs were staffed with the offices that provided the data. A sample DF soliciting review is provided at Appendix D. At Appendix E, is a copy of the concurrence or concurrence with change provided by each directorate. Recommended changes/corrections in flows, times or grades, if any, were made prior to their inclusion in the study report.

5. ASSUMPTION:

For the purpose of this study, it was assumed that such a thing as an "average" procurement exists. It is fully understood that a procurement action can take many different avenues all requiring varying amounts of time depending on the item, dollar value, and type of procurement (sole source, restricted, or full and open).

6. DISCUSSION:

a. PRE-PALT: Procedures, cost figures, and average times associated with processing a PWD in the pre-PALT phase are summarized at Appendix F. Actions taken in support of the PWD during the pre-PALT phase are fairly consistent regardless of type of procurement or dollar value of proposed contract; thus, the average costs calculated for the pre-PALT phase are representative of any type of procurement.

b. PALT:

(1) It is during the PALT phase of the procurement process that the PWD begins to take different routes requiring different procedures depending mainly on the type of procurement and the dollar value of that procurement. To a lesser extent, the complexity of the item itself can also lead the PWD in different directions. Greater complexity usually results in greater amounts of time, therefore dollars, expended, and this increased time has been taken into account in the "average" time and costs developed.

(2) Appendix G is a summary of procedures, cost figures, and average times associated with processing a PWD in the PALT phase of the procurement process (up to point of negotiation) for each type of procurement. When using data from the PALT portion of this study, it would not be accurate to simply add each calculated cost to determine the average cost of processing a procurement action. A specific procurement action, either real or hypothetical, should be "plugged-in" in order to obtain an accurate average cost.

7. RECOMMENDATIONS:

The following recommendations apply to the Review and Analysis Branch (AMSMC-PPM-R) of the Procurement & Production Policy & Management Directorate.

a. That the flows, times, and calculated costs provided in this study be updated by AMSMC-PPM-R, as required, in the event of changes in rate of pay, procedures, grades accomplishing work, etc. It is suggested that the update be done not less than annually to make it easier to incorporate and stay on top of changes made by all the AMCCOM elements involved in the process.

b. That the data contained herein be used to calculate any cost differences associated with formation of the collocation group.

c. That data from this study be used in any models developed for purposes of cost calculations or comparisons related to aspects of the Procurement Process, when applicable. Specifically, in conjunction with recommendation number 11 of the AMCCOM Management Study of Contract Option Quantities, data from this study can be used in a model reflecting in-house costs associated with soliciting/awarding a new contract versus the costs to exercise an option. Another potential use for this data is in justifying multi-year procurements.

d. As savings arise, submit to AMSMC-MGP-P for inclusion in the Cost Control Initiative Program (CCIP).
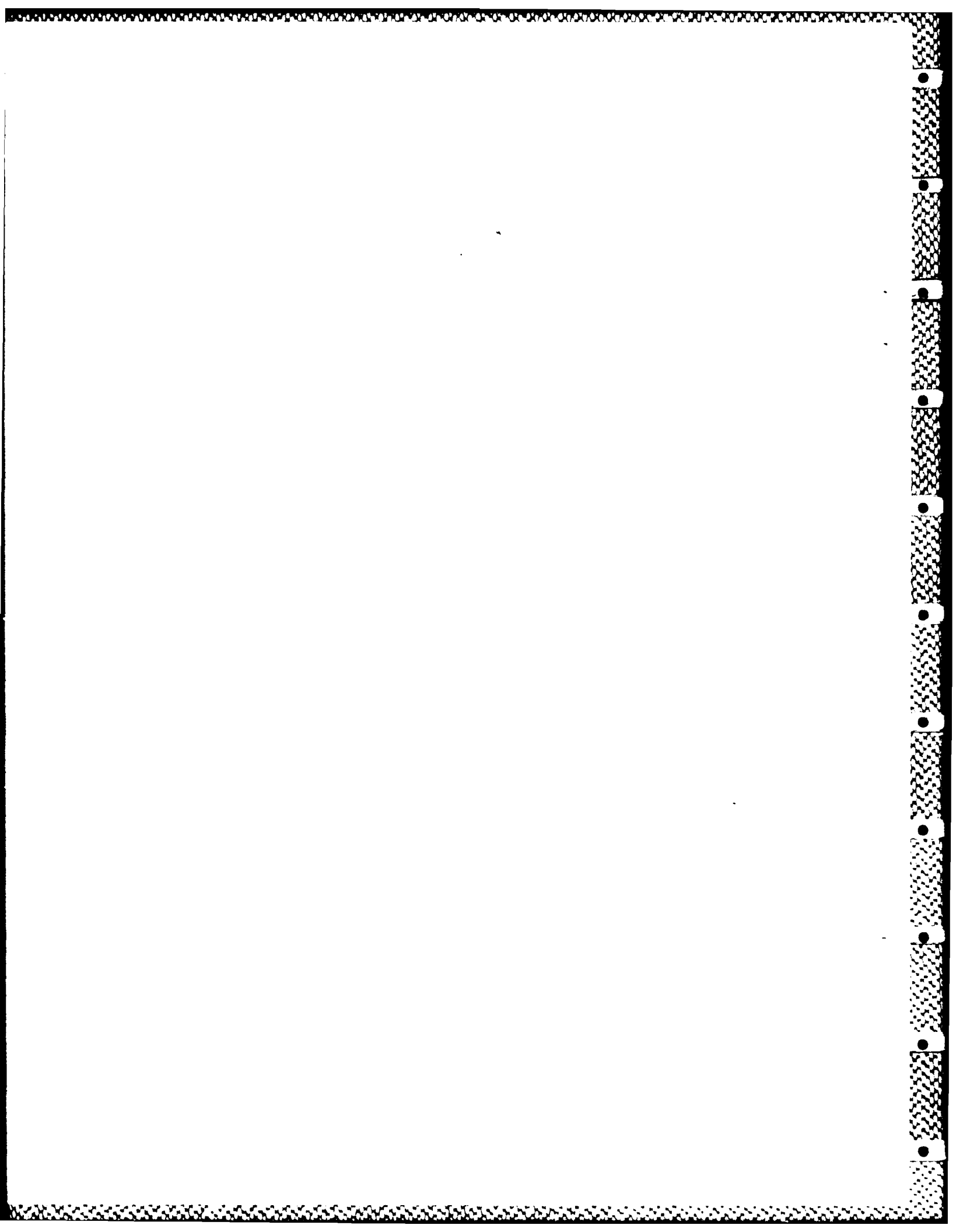
APPENDIX A

DF, REQUEST FOR STUDY

DISPOSITION FORM

MGP-04/15/05

S: 17 April 1987

REFERENCE OR OFFICE SYMBOL	SUBJECT
AMSMC-PPM-R	Quantifying "Wasted Effort" Associated with Planning Procurement Work Directives (PWDs)

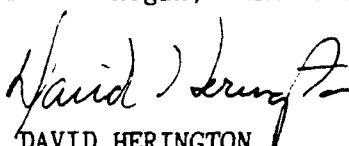| TO	FROM	DATE	CMT 1
AMSMC-MG	AMSMC-PP	1 6 APR 1987	

Mr. Finnegan/km/23696

1. AMSMC-PPM-R recently performed a CG directed study attempting to quantify "wasted effort" associated with issuing planning PWDs early in the planning year. The study results (encl 1), were presented to CG on 9 April 1987. While this study made significant findings and recommendations, team members were unable to quantify any costs associated with issuing planning PWDs earlier and earlier in the fiscal year.

2. As a result of the meeting, the CG has requested additional effort be made to quantify these costs and has directed AMSMC-MG be tasked to quantify the associated costs.

3. It should be noted that AMSMC-PP requested a similar study to identify costs associated with various steps in the acquisition process be performed by your directorate in the recent past.

4. Therefore, request AMSMC-MG work with AMSMC-PPM-R to quantify costs associated with "wasted effort". Request an intitial reply by 17 April 1987 as to depth of study and areas to be covered. The AMSMC-PPM-R POC is Mike Finnegan, AMSMC-PPM-R, extension 23696/23311.

Encl
As stated

DAVID HERINGTON
Director, P&P Policy and
Management Directorate

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

* USGPO 1986-490-003/43241

APPENDIX B

FLOW PROCESS CHARTS AND
COST CALCULATIONS

FLOW PROCESS CHART

	1 NUMBER	2 PAGE NO	3 NO OF PG.

4. PROCESS 3&5 PREP & PROCESSING

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS | **8. CHART ENDS**

9. CHARTED BY | **10. DATE**

11. ORGANIZATION PDM

5. SUMMARY

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO.	TIME	NO.	TIME	NO.	TIME
○	OPERATIONS						
◇	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	b. OPERATION / TRANSPORTATION / INSPECTION / DELAY / STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? WHAT? WHERE? WHEN? WHO? HOW?	E. NOTES	h. ANALYSIS ELIMINATE / COMBINE / SEQUENCE / PLACE / PERSON / IMPROVE
1. RECEIVE CONSOLIDATED 3&5	○◇☐D▽						
2. RECEIVE MILESTONE	○◇☐D▽						
3. PREPARE 8&5	○◇☐D▽		.5		PROD CPT CLK GS-5 OR PROD MGR GS-5 THRU 11	
4. LOG 8&5	○◇☐D▽		.053			
5. MAKE 2 COPIES	○◇☐D▽		.083		PRODUCTION CPT CLK	
6. PREPARE ACQ CONTROL INPUT DOCUMENT	○◇☐D▽				PRODUCTION MGR	
7. ATTACH TO 8&5	○◇☐D▽		.25			
8. MAKE 2 COPIES	○◇☐D▽		.083		PRODUCTION CPT CLK	
9. 1 CY TO PDM MGR/FILE (?), ORIG & 1 CY F/C TO FSP IN-BASKET	○◇☐D▽		.133		PRODUCTION CPT CLK AS MANY TIMES AS NECESSARY	
10.	○◇☐D▽					
11. RECEIVE 1035 (PNC) BACK	○◇☐D▽					
12. MATCHED WITH 8&5	○◇☐D▽		.083		PRODUCTION CPT CLK	
13. REVIEWED FOR ACCURACY	○◇☐D▽				'' '' ''	
14. FILED	○◇☐D▽				'' '' ''	
15.	○◇☐D▽					
16. — — — —	○◇☐D▽					
17. AMENDMENT	○◇☐D▽					
18. PREPARE AMEND 8&5	○◇☐D▽		.25			
19. FONECONS & FOLLOW UP	○◇☐D▽		.25			
20.	○◇☐D▽					
21.	○◇☐D▽					

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AMMUNITION PRODUCTION MANAGEMENT DIVISION

	GS-5/5 $8.21	GS-7/5 $10.17	GS-9/5 $12.44	GS-11/5 $15.05
Prepare 825	.5 / $4.11	.5 / $5.09	.5 / $6.22	.5 / $7.53
Log 825	.083			
Make 2 Copies	.083 / .166 / $1.36			
Prepare ACQ Control Input Document (A1)	.25 / $2.05	.25 / $2.54	.25 / $3.11	.25 / $3.76
Make 2 Copies (A1)	.083			
Handcarry to PDP	.083 / .166 / $1.36			
Receive 1095 Match with 825	.083			
Review & File	$.68			
*Amendment Prepare Amended 825	.20	.20	.20	.20
FONECONS & Follow-ups	.25 / .45 / $3.69	.25 / .45 / $4.58	.25 / .45 / $5.60	.25 / .45 / $6.77

TOTAL TIME = 1.165 HR

Min. = $9.56/825 x 1.129 (Personnel Benefits) = $10.79
Max. = $14.69/825 x 1.129 (Personnel Benefits) = $16.59
Avg. = $12.13/825 x 1.129 (Personnel Benefits) = $13.69

*ADD-ON PER AMENDMENT
TIME = .45 HR

Min. = $3.69/Amend x 1.129 (Personnel Benefits) = $4.17
Max. = $6.77/Amend x 1.129 (Personnel Benefits) = $7.64
Avg. = $5.23/Amend x 1.129 (Personnel Benefits) = $5.90

FLOW PROCESS CHART

	1. NUMBER	2. PAGE NO	3. NO OF PGS

4. PROCESS B25 PROCESSING

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION PDP

5. SUMMARY

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO.	TIME	NO.	TIME	NO.	TIME
○	OPERATIONS						
⇨	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						

DISTANCE TRAVELLED (Feet)

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	b. OPERATION / TRANSPORTATION / INSPECTION / DELAY / STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? WHAT? WHERE? WHEN? WHO? HOW?	g. NOTES	h. ANALYSIS ELIMINATE / COMBINE / SEQUENCE / PLACE / PERSON / IMPROVE
1. B25'S PICKED UP & RETURNED TO DESK	○ ⇨ ☐ D ▽			.033		PROGRAM ANAL, GS-?	
2. LOGS IN & PROVIDES CONTROL NUMBER	○ ⇨ ☐ D ▽					" " "	
3. REVIEWS B25 FOR ACCURACY	○ ⇨ ☐ D ▽			.082		ASSUME 15's TAKE 30MIN B25, 5 MIN	
4. IF OKAY, DATE STAMPS	○ ⇨ ☐ D ▽			.5			
5. HANDCARRIED TO PBG OR PCA FOR DATES	○ ⇨ ☐ D ▽			.083			
6. RECEIVE B25 BACK FROM PC	○ ⇨ ☐ D ▽						
7. DATE STAMP	○ ⇨ ☐ D ▽			.033			
8. HANDCARRIED TO -ES FOR TCD DELIVERY DATE	○ ⇨ ☐ D ▽			.42		CLERK 2,3,4 OR PROG ANAL GS-9	
9. RECEIVE BACK FROM -ES	○ ⇨ ☐ D ▽						
10. DATE STAMP	○ ⇨ ☐ D ▽						
11. REVIEW FOR AGREEMENT OF DATES	○ ⇨ ☐ D ▽			.033		-ES NLT-PL NEED DATE IF SO - NEGOTIATE	
12. IF OKAY, MAKE ONE COPY & HANDCARRY TO SM GRP	○ ⇨ ☐ D ▽			.05			
13.	○ ⇨ ☐ D ▽						
14.	○ ⇨ ☐ D ▽						
15.	○ ⇨ ☐ D ▽						
16.	○ ⇨ ☐ D ▽						
17.	○ ⇨ ☐ D ▽						
18.	○ ⇨ ☐ D ▽						
19.	○ ⇨ ☐ D ▽						
20.	○ ⇨ ☐ D ▽						
21.	○ ⇨ ☐ D ▽						

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PROGRAMS DIVISION

	GS-2/5 $5.80	GS-3/5 $6.54	GS-4/5 $7.34	GS-9/5 $12.44
Log-In 825 & Provide Control Number				$\frac{.033}{\$.41}$
Review For Accuracy & Date Stamp				$\frac{.145}{\$1.80}$ (.083 x .85 + .5 x .15)
Handcarry to PCA or PCG				$\frac{.083}{\$1.03}$
825 Returned From PC, Date Stamped & Reviewed				$\frac{.033}{\$.41}$
Handcarry to SMCAR-ES	$\frac{.42}{\$2.44}$	$\frac{.42}{\$2.75}$	$\frac{.42}{\$3.08}$	$\frac{.42}{\$5.22}$
825 Returned From ES, Date Stamp & Review				$\frac{.033}{\$.41}$
Make One Copy, Handcarry to SPT GRP				$\frac{.05}{\$.62}$

TOTAL TIME = .797 HRS.

Min. = $7.12/825 x 1.129 (Personnel Benefits) = $8.04
Max. = $9.90/825 x 1.129 (Personnel Benefits) = $11.18
Avg. = $8.51/825 x 1.129 (Personnel Benefits) = $9.61

FLOW PROCESS CHART

	1. NUMBER	2. PAGE NO	3. NO OF PGS

4. PROCESS DIVOT PROCESS

5. SUMMARY

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION PDP-ES

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO.	TIME	NO.	TIME	NO.	TIME
○	OPERATIONS						
⬦	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	WHAT?	WHERE?	WHEN?	WHO?	HOW?	E. NOTES	ELIMINATE	COMBINE	SEQUENCE	PLACE	PERSON	IMPROVE
1. HAND CARRIED FROM 603 AREA	○	●	☐	D	▽															
2. PLACED IN IN-BASKET	○	⬦	☐	●	▽															
3. SECRETARY CHECKS LIST FOR RESPONSIBLE PROG ANAL	○	⬦	■	D	▽			.016						SEC - GS-5						
4. HAND CARRIED TO PROG ANAL	○	●	☐	D	▽			.016						PROG ANAL - GS-9, ? ??						
5. PULL PREVIOUS FOLDER, TO CHECK FOR CORRECT INFO	●	⬦	☐	D	▽									IF APPLICABLE						
6. CHECK FORMAT & COMPLETENESS	○	⬦	■	D	▽			.33						IF NOT COMPLETE, CALL MGR FOR INFO OR TO PUT N CORRECT FORMAT						
7. LOG # AND DOLLAR VALUE	●	⬦	☐	D	▽															
8. HAND CARRY TO PROGRAM CLK	○	●	☐	D	▽									PROG CLK - GS-4						
9. INFO ENTERED INTO TERMINAL	●	⬦	☐	D	▽			.083 .166												
10. MACHINE OPERATION	●	⬦	☐	D	▽									1 DAY						
11. CHECK MAD FILE & PUT D REJECT FILE	○	⬦	■	D	▽			.083						TO SEE IF INPUT TOOK BEFORE 1095 ARRIVES						
12. 1095 PICKED UP FROM SAWCF OFFICE	○	●	☐	D	▽									NEXT DAY						
13. 1095 IS MATCHED WITH SET BY PROG CLERK	●	⬦	☐	D	▽			.05												
14. HAND CARRIED TO PROG ANAL	○	●	☐	D	▽															
15. LAST CHECK INFO	○	⬦	■	D	▽															
16. LOG PRON #	●	⬦	☐	D	▽			.166												
17. MAKE FILE FOLDER & FILE UNTIL FUNDED	●	⬦	☐	D	▼															
18.	○	⬦	☐	D	▽															
19.	○	⬦	☐	D	▽															
20.	○	⬦	☐	D	▽															
21.	○	⬦	☐	D	▽															

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SMALL CAL, BOMBS & MORT AMMO SECTION

	GS-3/5 $6.54	GS-4/5 $7.34	GS-5/5 $8.21	GS-7/5 $10.17	GS-9/5 $12.44	GS-11/5 $15.05
Check List & H/C to Program Analyst	.032 $.21					
Check Info., Format & Complete Log, Take To Program Cer.			.33 $2.71	.33 $3.36	.33 $4.11	.33 $4.97
Enter Info. Into System	.125 (Avg. 5-10 min.)					
Check MAD & Reject Files	.083					
Match 1095 To 825 & Handcarry to Prog. Anal.	.05 .258 $1.89					
Spot Check Info., Log PRON #, File			.166 $1.36	.166 $1.69	.166 $2.07	.166 $2.50

TOTAL TIME = .786 HRS.

Min. = $6.17/825 x 1.129 (Personnel Benefits) = $6.97
Max. = $9.57/825 x 1.129 (Personnel Benefits) = $10.80
Avg. = $7.87/825 x 1.129 (Personnel Benefits) = $8.89

FLOW PROCESS CHART

4. PROCESS				5. SUMMARY					
REQUEST SHORT OF AWARD			6. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE
6. ☐ MAN OR ☐ MATERIAL					NO.	TIME	NO	TIME	NO.	TIME
			○ OPERATIONS						
7. CHART BEGINS	8. CHART ENDS		◇ TRANSPORTATIONS						
			☐ INSPECTIONS						
9. CHARTED BY	10. DATE		D DELAYS						
			▽ STORAGES						
11. ORGANIZATION AMSMC-PDP-PL			DISTANCE TRAVELLED (Feet)						

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	ANALYSIS WHY? WHAT? WHERE? WHEN? WHO? HOW?	g. NOTES	h. ANALYSIS ELIMINATE COMBINE SEQUENCE PLACE PERSON IMPROVE
1. VERIFY REQ IS IN BUDGET AND IS LOW RISK	○	◇	☐	D	▽					* REQUEST SHORT OF AWARD ON END ITEM	
2. PREPARE DF TO -CP REQUEST SHORT OF AWARD	○	◇	☐	D	▽					GS-7, PROGRAM ANALYST	
3. TYPE DF TO -CP	○	◇	☐	D	▽			.166		GS-5, SECRETARY	
4. SENT TO -CP	○	◇	☐	D	▽						
5. RECEIVE SHORT OF AWARD AUTHORITY FROM -CP	○	◇	☐	D	▽			1		GS-7, PROGRAM ANALYST	
6. CHECK 603 TO VERIFY ALL COM PROC ITEMS HAVE	○	◇	☐	D	▽						
7. A PRON	○	◇	☐	D	▽						
8. PREPARE DF TO -PC	○	◇	☐	D	▽						
9. TYPE DF TO -PC	○	◇	☐	D	▽			.166		GS-5, SECRETARY	
10.	○	◇	☐	D	▽						
11.	○	◇	☐	D	▽						
12.	○	◇	☐	D	▽						
13.	○	◇	☐	D	▽						
14.	○	◇	☐	D	▽						
15.	○	◇	☐	D	▽						
16.	○	◇	☐	D	▽						
17.	○	◇	☐	D	▽						
18.	○	◇	☐	D	▽						
19.	○	◇	☐	D	▽						
20.	○	◇	☐	D	▽						
21.	○	◇	☐	D	▽						

PRODUCTION DIRECTORATE
PROGRAMS DIVISION

	GS-5/5	GS-7/5
	$8.21	$10.17
Prepare Request For Short of Award		1
		$10.17

Notify - PC

Type DFs to CP and PC	.333
	$2.73

TIME = 1.333 HRS

Average Cost = $12.90/Request x 1.129 (Personnel Benefits) = $14.56

FLOW PROCESS CHART

		1. NUMBER	2. PAGE NO	3. NO OF PGS

4. PROCESS
825 PROCESSING

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS | **8. CHART ENDS**

9. CHARTED BY | **10. DATE**

11. ORGANIZATION
DCA

5. SUMMARY

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO.	TIME	NO.	TIME	NO.	TIME
○	OPERATIONS						
◇	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD

12a. DETAILS	b. Actions	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? (WHAT? WHERE? WHEN? WHO? HOW?)	E. NOTES	h. ANALYSIS (ELIMINATE / COMBINE / SEQUENCE / PLACE / PERSON / IMPROVE)
1. 825 RECEIVED FROM PDP	○◇☐D▽						
2. LOGGED-IN	○◇☐D▽			.133		ANNOTATED ON A 5x7 CARD PRIMARILY FOR J&A TRACKING	
3.	○◇☐D▽					ITEM/QTY/UNIT PRICE PC-BUYER & PO-PON MGR	
4. PUT IN OUT-BASKET	○◇☐D▽						
5. PICKED-UP BY APPROP BRANCH	○◇☐D▽						
6. LOGGED-IN	○◇☐D▽			.02 - .05		BY PROCUREMENT CLERK IN APPLE COMPUTER	
7. REVIEW 825 & A-1	○◇☐D▽			1		BRANCH CHIEF, PCO & CONTRACT SPECIALIST	
8. ANNOTATE TCO & TCP DATE ON 825, FILL IN A-1 & PCO SIGNS OFF	○◇☐D▽						
9. 2 COPIES MADE - BR FILE - PCO	○◇☐D▽			.25		PROCUREMENT CLERK	
10. LOG OUT	○◇☐D▽						
11. HANDCARRY TO PROC ANAL	○◇☐D▽					GS-11	
12. UPDATE CONTROL CARD	○◇☐D▽			.003			
13. HANDCARRY 825 TO PDP & A1 TO ATC	○◇☐D▽						
14.	○◇☐D▽						
15.	○◇☐D▽						
16.	○◇☐D▽						
17.	○◇☐D▽						
18.	○◇☐D▽						
19.	○◇☐D▽						
20.	○◇☐D▽						
21.	○◇☐D▽						

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AMMUNITION DIVISION

	GS-4/5 $7.34	GS-11/5 $15.05	GS-12/5 $18.04	GM-13/5 $21.45	GM-14/5 $25.35
Log-In 825 & Send To Branch		.133 / $2.00			
Log-In On Computer	.042 / $.31 (Avg. 2-3 min.)				
Review 825 & A-1, Annotate TDO & TDP Dates			.333 / $6.01	.333 / $7.14	.333 / $8.44
			(20 min. each per 825)		
Make Two Copies & Log-Out	.25 / $1.84				
Update Control Card		.083 / $1.25			

TOTAL TIME = 1.508 HRS

Cost = $26.99/825 x 1.129 (Personnel Benefits) = $30.47

FLOW PROCESS CHART		1. NUMBER	2. PAGE NO	3. NO OF PGS

4. PROCESS

825 PROCESSING

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION PCG

5. SUMMARY

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO.	TIME	NO.	TIME	NO.	TIME
◯	OPERATIONS						
◇	TRANSPORTATIONS						
▢	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	WHAT?	WHERE?	WHEN?	WHO?	HOW?	e. NOTES	ELIMINATE	COMBINE	SEQUENCE	PLACE	PERSON	IMPROVE
1. 825 (+41) REC'D FROM PDP	◯	◇	▢	D	▽									HANDCARRIED FROM PDP						
2. LOGGED-IN	◯	◇	▢	D	▽									PROC CLK, GS-3 COLUMNAR PAD						
3. PULL A-1 (SEE #12)	◯	◇	▢	D	▽			.003												
4. SENT TO CONTRACT SPEC	◯	◇	▢	D	▽									CONTRACT SPEC GS-9 W/IA						
5. REC'D BY CONTRACT SPEC	◯	◇	▢	D	▽															
6. REVIEW 825	◯	◇	▢	D	▽															
7. ENTER DATES TDP TO PLANTS	◯	◇	▢	D	▽			.5												
8. PCO SIGNS	◯	◇	▢	D	▽															
9. RETURNED TO PROC CLK	◯	◇	▢	D	▽															
10. 825 LOGGED OUT	◯	◇	▢	D	▽															
11. CALL PDP FOR PICKUP	◯	◇	▢	D	▽			.003												
12. HANDCARRY A-1 TO ATC	◯	◇	▢	D	▽															
13.	◯	◇	▢	D	▽															
14.	◯	◇	▢	D	▽															
15.	◯	◇	▢	D	▽															
16.	◯	◇	▢	D	▽															
17.	◯	◇	▢	D	▽															
18.	◯	◇	▢	D	▽															
19.	◯	◇	▢	D	▽															
20.	◯	◇	▢	D	▽															
21.	◯	◇	▢	D	▽															

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GOCO DIVISION

	GS-3/5 $6.54	GS-9/5 $12.44	GS-11/5 $15.05	GS-12/5 $18.04
Log-In & Pull A-1	.083 $.54			
Review 825, Enter Dates		.5 $6.22	.5 $7.53	.5 $9.02
Log-Out, Call PDP For Pick-up	.083 $.54			

TOTAL TIME = .666 HRS.

Min. = $7.30/825 x 1.129 (Personnel Benefits) = $8.24
Max. = $10.01/825 x 1.129 (Personnel Benefits) = $11.30
Avg. = $8.66/825 x 1.129 (Personnel Benefits) = $9.78

FLOW PROCESS CHART

1. NUMBER	**2. PAGE NO.** / **3. NO OF PGS** /

4. PROCESS *CHART OF ANNUAL REQUEST*

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION *AMSMC-CPB*

5. SUMMARY

a. ACTIONS	**b. PRESENT**		**c. PROPOSED**		**d. DIFFERENCE**	
	NO	TIME	NO	TIME	NO	TIME
○ OPERATIONS						
⇨ TRANSPORTATIONS						
☐ INSPECTIONS						
D DELAYS						
▽ STORAGES						
DISTANCE TRAVELLED (Feet)						

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION / TRANSPORTATION / INSPECTION / DELAY / STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	ANALYSIS WHY? WHAT? WHERE? WHEN? WHO? HOW?	e. NOTES	h. ANALYSIS ELIMINATE / COMBINE / SEQUENCE / PLACE / PERSON / IMPROVE
1. RECEIVE REQUEST	○ ⇨ ☐ D ▽						
2. VERIFY IDENTITY OF RIGHT & THAT IT IS LOW AREA	○ ⇨ ☐ D ▽						
3. DETERMINE SCHEDULE STUDY # AND POST CLASSIFICATION	○ ⇨ ☐ D ▽						
4. VERIFY MILE POST	○ ⇨ ☐ D ▽		133				
5. ENTER INFO IN DATA BASE (ON LINE)	○ ⇨ ☐ D ▽						
6. RETRIEVE PRINTOUT	○ ⇨ ☐ D ▽						
7. PREPARE COVER LETTER FOR DIV CHIEF SIGNATURE	○ ⇨ ☐ D ▽						
8. DISTRIBUTE	○ ⇨ ☐ D ▽						
9.	○ ⇨ ☐ D ▽						
10.	○ ⇨ ☐ D ▽						
11.	○ ⇨ ☐ D ▽						
12.	○ ⇨ ☐ D ▽						
13.	○ ⇨ ☐ D ▽						
14.	○ ⇨ ☐ D ▽						
15.	○ ⇨ ☐ D ▽						
16.	○ ⇨ ☐ D ▽						
17.	○ ⇨ ☐ D ▽						
18.	○ ⇨ ☐ D ▽						
19.	○ ⇨ ☐ D ▽						
20.	○ ⇨ ☐ D ▽						
21.	○ ⇨ ☐ D ▽						

PROGRAM & BUDGET DIVISION

                                                    GS-12/5
                                                    $18.04

Process Request For   .133
   Short of Award $2.40

                    TIME = .133 HR

Average Cost = $2.40/Request x 1.129 (Personnel Benefits) = $2.71

FLOW PROCESS CHART

		1. NUMBER	2. PAGE NO	3. NO OF PG.

4. PROCESS
825 PROCESSING

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS | **8. CHART ENDS**

9. CHARTED BY | **10. DATE**

11. ORGANIZATION
ESC-RP

5. SUMMARY

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO.	TIME	NO.	TIME	NO.	TIME
○	OPERATIONS						
◇	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						

DISTANCE TRAVELLED (Feet)

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD

#	DETAILS	b. OPERATION / TRANSPORTATION / INSPECTION / DELAY / STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? (WHAT/WHERE/WHEN/WHO/HOW)	g. NOTES	h. ANALYSIS (ELIMINATE/COMBINE/SEQUENCE/PLACE/PERSON/IMPROVE)
1.	REQUEST TDP FROM DESIGN AGENCY	○ ◇ ☐ D ▽					ELECTRONIC REQUEST BASED ON RLNG 403/ ... QUARTERLY REPORT	
2.		○ ◇ ☐ D ▽					& SPECIAL PDP RUN	
3.	RECEIVE 825's FROM PD	○ ◇ ☐ D ▽					HANDCARRIED BY PD, GC-7, AM DAILY	
4.	CHECK TO SEE IF TDP ON ORDER & DATE EXPECTED	○ ◇ ☐ D ▽			.025			
5.	DATE ENTERED IN BLOCK #6 TDP + 30 DAYS (FOR PPI)	○ ◇ ☐ D ▽						
6.	SIGNED-OFF	○ ◇ ☐ D ▽						
7.	TO -IMC-TF	○ ◇ ☐ D ▽					HANDCARRY ACROSS AISLE TO AMSMC-IMC-TF	
8.	LOGIN DATE FROM BLOCK #6	○ ◇ ☐ D ▽						
9.	BACK TO ESC-RP	○ ◇ ☐ D ▽			.025		HANDCARRY ACROSS AISLE	
10.	PUT IN OUT BASKET	○ ◇ ☐ D ▽						
11.	AWAITING PICKUP BY PDP	○ ◇ ☐ D ▽						
12.		○ ◇ ☐ D ▽						
13.		○ ◇ ☐ D ▽						
14.	IF UNABLE TO MEET DATE, MAKES FONECONS	○ ◇ ☐ D ▽			.083		TRIES TO NEGOTIATE NEW DATE	
15.		○ ◇ ☐ D ▽						
16.		○ ◇ ☐ D ▽						
17.		○ ◇ ☐ D ▽						
18.		○ ◇ ☐ D ▽						
19.		○ ◇ ☐ D ▽						
20.		○ ◇ ☐ D ▽						
21.		○ ◇ ☐ D ▽						

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TECH DATA SUPPORT SECTION

	GS-5/5 $8.21	GM-13/5 $21.45
Check To See If TDP Is On Order & Date Expected, Enter Date On 825		.025 $.54
Log-In Date, Place In Out Basked	.025 $.21	
If Negotiation Necessary, Make Phone Calls (Approx. 10% of Time)		.083 $1.78

TOTAL TIME = .05 HR.

Cost = .75 + (.10 x 1.78) = .93 x 1.129 (Personnel Benefits) = $1.05

Negotiation percentage is factored into the total cost.

FLOW PROCESS CHART

	1. NUMBER	2. PAGE NO	3. NO OF PGS

4. PROCESS

PREPARATION OF PPI DATA

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS | **8. CHART ENDS**

9. CHARTED BY | **10. DATE**

11. ORGANIZATION

ESC-RP

5.	SUMMARY					
a. ACTIONS		**b. PRESENT**		**c. PROPOSED**		**d. DIFFERENCE**
		NO.	TIME	NO.	TIME	NO.	TIME
○ OPERATIONS							
◇ TRANSPORTATIONS							
☐ INSPECTIONS							
D DELAYS							
▽ STORAGES							
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	b. OPERATION / TRANSPORTATION / INSPECTION / DELAY / STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS (WHY?) WHAT? WHERE? WHEN? WHO? HOW?	g. NOTES	h. ANALYSIS ELIMINATE / COMBINE / SEQUENCE / PLACE / PERSON / IMPROVE
1. RECEIVE 1095 & SEARCH FOR FOLDER	○ ◇ ☐ D ▽			.166		GS-3	
2. VALIDATE TDP INFO & ASSIGN TO TECH MGR	○ ◇ ☐ D ▽			.416		GS-12	
3. PROVIDE TECH REVIEW OF ECPs AND TDPs	○ ◇ ☐ D ▽			2.92		PERFORMED BY GS-7, 9, OR 11	
4. PREPARE 269 FORM, LIST OF TECH DATA PKG CONTENTS	○ ◇ ☐ D ▽			.063		" "	
5. REQUEST SEC E FROM -QA	○ ◇ ☐ D ▽			.006		GS-3	
6. REPRODUCE 269, SECTIONS C & D	○ ◇ ☐ D ▽			.188		"	
7. RECEIVE QA INPUT, CONSOLIDATE INPUTS	○ ◇ ☐ D ▽			.108		"	
8. LOG-OUT & SEND TO IMC-T	○ ◇ ☐ D ▽			.006		"	
9.	○ ◇ ☐ D ▽						
10.	○ ◇ ☐ D ▽						
11.	○ ◇ ☐ D ▽						
12.	○ ◇ ☐ D ▽						
13.	○ ◇ ☐ D ▽						
14.	○ ◇ ☐ D ▽						
15.	○ ◇ ☐ D ▽						
16.	○ ◇ ☐ D ▽						
17.	○ ◇ ☐ D ▽						
18.	○ ◇ ☐ D ▽						
19.	○ ◇ ☐ D ▽						
20.	○ ◇ ☐ D ▽						
21.	○ ◇ ☐ D ▽						

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PREPARATION OF PPI DATA
SMCAR-ESC-RP

	GS-3 $6.54	GS-7 $10.17	GS-9 $12.44	GS-11 $15.05	GS-12 $18.04
Receive PWD, Find Folders	0.166 $1.09				
Validate TDP data on PWD and assemble to Tech Manager					0.416 $7.50
Provide Tech Review of ECPs and TDPs		2.924 $29.74	2.924 $36.37	2.924 $44.01	
Prepare 269 Form, List of Tech Data Pkg. Contents		0.063 $.64	0.063 $.78	0.063 $.95	
Request Section E From QA	0.006 $.04				
Reproduce 269 and Sections C & D	0.188 $1.23				
Receive QA Input, Consolidate Inputs	0.108 $.71				
Log-out & Send to IMC-T	0.006 $.04				

TOTAL TIME = 3.877 HRS

Min. Cost = $40.99 x 1.129 (Personnel Benefits) = $46.28/PPI PKG.

Max. Cost = $55.57 x 1.129 (Personnel Benefits) = $62.74/PPI PKG.

Estimated Average Cost = $48.28 x 1.129 - $54.51

FLOW PROCESS CHART

4. PROCESS TDP/PPI PROCESSING

5. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION SMCAR-ESK (PACKAGING)

5. SUMMARY

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO	TIME	NO	TIME	NO	TIME
○	OPERATIONS						
◇	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD

#	Details	b. Method	c. Distance in Feet	d. Quantity	e. Time	NOTES
1.	BULK TDPs RECEIVED	○◇☐D▽				
2.	BREAK OUT BY AMMO/NONAMMO	○◇☐D▽				PERFORMED BY GS-4
3.	FOR AMMO:	○◇☐D▽				
4.	PULL TL CARD	○◇☐D▽				
5.	BREAK DOWN TDP PKG	○◇☐D▽				
6.	PULL AMMO & PACKING DRAWINGS	○◇☐D▽				
7.	PULL ITEM DRAWING	○◇☐D▽				
8.	FILE TOGETHER BY PART #	○◇☐D▽				
9.	PULL SAFETY DATA SHEET & SPECS	○◇☐D▽				
10.	FILE	○◇☐D▽				
11.		○◇☐D▽				
12.	1095, 269 COVER DF RECEIVED FROM IMC-TF	○◇☐D▽				PERFORMED BY GS-12
13.	LOG-IN	○◇☐D▽				
14.	ASSIGN TO SPECIALIST	○◇☐D▽				GS-9 OR GS-11
15.		○◇☐D▽				
16.	PULL FILE	○◇☐D▽				FILED BY NSN, DODEC, ETC.
17.	PULL TL CARD	○◇☐D▽				
18.	FIND SPECS THAT APPLY TO ITEM	○◇☐D▽				
19.	GO TO BINDER AND LOOK FOR SPECS	○◇☐D▽				
20.	IF NOT FOUND, CHECK FICHE FILE	○◇☐D▽				
21.	IF NOT FOUND:	○◇☐D▽				

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Incl 1

#	Details of Present/Proposed Method	Operation / Transportation / Inspection / Delay / Storage	Distance Feet	Quantity	Time	What?	Notes
22.	GO TO -IMC FOR TECH DATA PACKAGE	O ◇ □ D ▽					
23.	RESEARCH	O ◇ □ D ▽					TL CARD, SPEC #, DRAWINGS
24.	FOR SPEC, GO TO TECH DATA LIBRARY	O ◇ □ D ▽					
25.	SEARCH CASSETTES, RUN CPY	O ◇ □ D ▽					
26.	RETURN TO -ESK & PLACE IN BINDER	O ◇ □ D ▽					
27.		O ◇ □ D ▽					
28.	CHECK SEC 5 - PACKAGING	O ◇ □ D ▽					
29.	FIND LEVEL OF PACK & INFO/ RQMTS PERTAINING TO	O ◇ □ D ▽					
30.	DRAWING # AND PALLETIZATION INFO	O ◇ □ D ▽					
31.	FIND DRAWINGS IDENTIFIED BY SPEC IN TL	O ◇ □ D ▽					
32.	REVIEW FOR AGREEMENT W/SPEC	O ◇ □ D ▽					
33.	COMPLETE FORM FOR DADDS CLAUSES	O ◇ □ D ▽					
34.	ANNOTATE LEVEL OF PACK & QUANTITY	O ◇ □ D ▽					
35.	FIND UNITIZATION DRAWING	O ◇ □ D ▽					STORED IN CCSS, RETRIEVED FROM ARTIS
36.	COMPLETE PALLETIZATION INSTRUCTIONS (1093-1)	O ◇ □ D ▽					
37.	ATTACH COPY UNITIZATION DRAWING & INSTRUCT TO USE	O ◇ □ D ▽					TELLS LATEST REVISION & DATE WHICH IS ALSO ATTACHED
38.	DETERMINE IF SPECIAL MARKING IS REQUIRED	O ◇ □ D ▽					FOR HAZARDOUS ITEMS ONLY
39.	RETURN PACKAGE TO GS-12	O ◇ □ D ▽					
40.		O ◇ □ D ▽					
41.	REVIEW FOR ACCURACY & SIGN	O ◇ □ D ▽					
42.	LOG OUT	O ◇ □ D ▽					
43.	RETURN TO SPECIALIST	O ◇ □ D ▽					
44.		O ◇ □ D ▽					
45.	MAKE COPIES	O ◇ □ D ▽					
46.	FILE COPIES	O ◇ □ D ▽					By NSN or DODEC
47.	HANDCARRY BACK TO -ESC	O ◇ □ D ▽					
48.	UPDATE CCSS	O ◇ □ D ▽					

PACKAGING OFFICE
SMCAR-ESK

	GS-4/5 $7.34	GS-9/5 $12.44	GS-11/5 $15.05	GS-12/5 $18.04
Rec TDPs, Pulls TL Cards & Files (.25 hrs x 50%)	.125 hrs $.92			
Rec 1095/269 Request for PPI, Logged-In & Assigned				.083 hrs $1.50
Pull File, TL Card, Find Specs in Binder/Fiche Check Section 5 ... (1/2 hr x 25% + 1 hr x 25%)		.375 hrs $4.58	.375 hrs $5.64	
TDP/SPEC not Previously Received (50% x 20 hrs) Go to IMC/Tech Data Library to Research Data, Check Section 5...		1.00 hrs $12.44	1.00 hrs $15.05	
Check for Completeness Accuracy, Logged-Out (75% x .05 hr + .25 x .25)				.113 hrs $2.04
Handcarried Back to AMSMC-IMC-T		.083 hrs $1.03	.083 hrs $1.25	
Update CCSS		.25 hr $3.11	.25 hr $3.76	

TOTAL TIME = 2.029 HRS

Min. Cost per PPI Input = $25.71 x 1.129 (Personnel Benefits) = $29.02/PPI
Max. Cost per PPI Input = $30.16 x 1.129 (Personnel Benefits) = $34.05/PPI

Estimated Average Costs per PPI Input = $31.54/PPI Input

FLOW PROCESS CHART

			1. NUMBER	2. PAGE NO. 1	3. NO OF PGS 1

4. PROCESS
PWD/PDI PREPARATION

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS | **8. CHART ENDS**

9. CHARTED BY | **10. DATE**

11. ORGANIZATION
CENTRAL PROCESSING (PPM-C)

5. SUMMARY

a. ACTIONS		b. PRESENT NO.	b. PRESENT TIME	c. PROPOSED NO.	c. PROPOSED TIME	d. DIFFERENCE NO.	d. DIFFERENCE TIME
◯	OPERATIONS						
◇	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD

#	Details	Symbols	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? (What? Where? When? Who? How?)	E. NOTES	h. ANALYSIS
1.	PWD PROCESSING	◯◇☐D▽						
2.	BREAK DOWN DISTRIBUTION	◯◇☐D▽						
3.	ASSEMBLE PACKAGE	◯◇☐D▽						
4.	REVIEW PWD	◯◇☐D▽						
5.	REVIEW FOR PROG INPUT	◯◇☐D▽			.198		SEE ATTACHED SHEET FOR EXPLANATION OF GRADES / TIME.	
6.	REQUEST PDI	◯◇☐D▽						
7.	INPUT TO 2CSS	◯◇☐D▽						
8.	LOG 404 REPORT	◯◇☐D▽						
9.	PROVIDE ASSISTANCE	◯◇☐D▽						
10.		◯◇☐D▽						
11.	PROCESS INCOMING PDI	◯◇☐D▽						
12.	LOG INCOMING PDI	◯◇☐D▽						
13.	COMBINE CERT PWD & PDI	◯◇☐D▽						
14.	REVIEW & DETERMINE DISPOSITION OF PKG	◯◇☐D▽			.066		SEE ATTACHED SHEET FOR EXPLANATION OF GRADES / TIME	
15.	INPUT TO 2CSS	◯◇☐D▽						
16.	LOG 404 REPORT	◯◇☐D▽						
17.	PROVIDE ASSISTANCE	◯◇☐D▽						
18.		◯◇☐D▽						
19.		◯◇☐D▽						
20.		◯◇☐D▽						
21.	(CONT.)	◯◇☐D▽						

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DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	DISTANCE IN FEET	QUANTITY	TIME	ANALYSIS WHY?					NOTES	ANALYSIS HOW				
22. PROCESS AMENDMENT	O	◇	☐	D	▽														
23. ASSEMBLE	O	◇	☐	D	▽														
24. DISTRIBUTE	O	◇	☐	D	▽														
25. FILE	O	◇	☐	D	▽			.012						SEE ATTACHED SHEET FOR EXPLANATION OF GRADES/TIMES					
26. LOG	O	◇	☐	D	▽														
27. PROVIDE ASSISTANCE	O	◇	☐	D	▽														
28.	O	◇	☐	D	▽														
29.	O	◇	☐	D	▽														
30.	O	◇	☐	D	▽														
31.	O	◇	☐	D	▽														
32.	O	◇	☐	D	▽														
33.	O	◇	☐	D	▽														
34.	O	◇	☐	D	▽														
35.	O	◇	☐	D	▽														
36.	O	◇	☐	D	▽														
37.	O	◇	☐	D	▽														
38.	O	◇	☐	D	▽														
39.	O	◇	☐	D	▽														
40.	O	◇	☐	D	▽														
41.	O	◇	☐	D	▽														
42.	O	◇	☐	D	▽														
43.	O	◇	☐	D	▽														
44.	O	◇	☐	D	▽														
45.	O	◇	☐	D	▽														
46.	O	◇	☐	D	▽														
47.	O	◇	☐	D	▽														
48.	O	◇	☐	D	▽														

TIME AND COST

I. <u>PROCESSING PWDs</u>

    a. Time/PWD = 0.122 hrs

    b. Cost/PWD = $1.07

II. <u>PROCESSING AMENDMENTS</u>

    a. Time/Amendment = 0.012 hrs

    b. Cost/Amendment = $.01

III. <u>PROCESSING INCOMING PROCUREMENT PACKAGE INPUT (PPI)</u>

    a. Time/PPI = 0.066 hrs

    b. Cost/PPI = $.59

METHODOLOGY
for
TIME and COST
CALCULATION

I. **TIME**

a. During the Sampling Period of the Efficiency Review (ER), two observations were taken each hour. The number of observations noted for each category of work, i.e. processing PWDs, is totaled and recorded.

b. Since there were two observations per hour, the total number of hours worked on a particular category of work (during the sample period) is the total number of observations divided by 2.

c. The length of sampling period was less than the average number of days in a month, therefore, the time arrived at in paragraph b above must be extended to equal an equivalent number of hours per month. The monthly extension factor (MEF) for this ER is 1.046.

d. The time is also adjusted for a Personal, Fatigue and Delay (PF & D) factor, which equals 1.0893.

e. The average number of units per month was taken from the "Workload Profile" prepared by AMSMC-PPM-C and validated by MEO office.

f. Calculations of time for each category of work are provided below:

1. **Processing PWDs:** 269 observations (obs) ÷ 2 obs/hour = 134.5 hrs. 134.5 hours x 1.046 (MEF) = 140.69 hrs/mo x 1.0893 (PF & D factor) = 153.25 hrs/month. Average no. of PWDs processed per month = 1,261. 153.25 ÷ 1261 = 0.122 hrs/PWD.

2. **Processing Amendments:** 76 obs ÷ 2 obs/hr = 38 hrs. 38 hrs x 1.046 (MEF) = 39.75 hrs/mo x 1.0893 (PF & D) = 43.3 hrs/mo, Avg. no. of Amds processed per month = 3510. 43.3 hrs/mo ÷ 3510 Amds/mo = 0.012 hrs/Amd.

3. <u>Processing PPI:</u> 117 obs ÷ 2 obs/hr = 58.5 hrs x 1.046 (MEF) ≈ 61.19 hrs/mo x 1.0893 (PF & D) = 66.66 hrs/mo. Avg. no. of PPI processed per month = 1008. 66.66 hrs/mo ÷ 1008 PPI/mo = <u>0.066 hrs/PPI.</u>

II. <u>COSTS</u>

a. Based on data collected in the ER, a determination can be made as to the ratio of the time (spaces) each grade level expended relative to each category of work. The ratio of time by grade is equal to the equivalent space worked by grade divided by the total of equivalent spaces (.012 ÷ 1.058 = .01). For example, category of work 5 A (Processing PWDs):

Grade	Equivalent Space Worked by Grade	Ratio of Time by Grade	Est. Time Per PWD	Time/PWD by Grade
7	0.012	0.01	0.122	0.0012
6	0.114	0.11	0.122	0.0134
5	0.350	0.33	0.122	0.0403
4	0.582	0.55	0.122	0.0671
	1.058	1.00		0.1220

b. The hourly rate for the mid-step of each grade was used to determine base cost per unit of output. The base cost was then increased by 12.9% to cover the cost of personnel benefits. The final computation of cost for processing PWDs is:

Grade	Time/PWD Per Grade	HRLY Rate Mid-Step	Cost/PWD
7	0.0012	$10.17	$.01
6	0.0134	9.15	.12
5	0.0403	8.21	.33
4	0.0671	7.34	.49
	0.1220		$.95 x 1.129 = <u>$1.07/PWD</u>

c. The computations for the other two categories of work are provided for your review/evaluation:

1. Processing Amendments (AMD):

Grade	Equivalent Space Worked by Grade	Ratio of Time by Grade	Est. Time Per AMD	Time/AMD by Grade
6	0.008	0.027	0.012	0.0003
5	0.153	0.512	0.012	0.0006
4	0.138	0.462	0.012	0.0006
	0.299			

Grade	Time/AMD Per Grade	HRLY Rate Mid-Step	Cost/AMD
6	0.0003	$9.15	----
5	0.0006	8.21	----
4	0.0006	7.34	----
			$.01 x 1.129 = $.01/AMD

2. Processing Procurement Package Input (PPI):

Grade	Equivalent Space Worked by Grade	Ratio of Time by Grade	Est. Time Per PPI	Time/PPI by Grade
7	0.016	0.035	0.066	0.0023
6	0.086	0.187	0.066	0.0123
5	0.090	0.196	0.066	0.0129
4	0.263	0.573	0.066	0.0378
3	0.004	0.009	0.066	0.0006

Grade	Time/PPI Per Grade	HRLY Rate Mid-Step	Cost/PPI
7	0.0023	$10.17	$.02
6	0.0123	9.15	.11
5	0.0129	8.21	.11
4	0.0378	7.34	.28
3	0.0006	6.54	---
			$.52 x 1.129 = $.59/PPI

4. PROCESS

PROCESSING 115 + BID SETS

5. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION

LWSMC IMC-TF

9. SUMMARY

ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO	TIME	NO	TIME	NO	TIME
◯	OPERATIONS						
◊	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD

#	Details	b. Action	c. Distance in feet	d. Quantity	e. Time	f. Analysis WHY? (What? Where? When? Who? How?)	g. Notes	h. Analysis (Eliminate/Combine/Sequence/Place/Person/Improve)
1	RECEIVE 469; SECS C, D, E; COPY OF TDP; PRINOUT; 1423	◯◊☐D▽					FROM SMCAR-ES + AMSMC-IR, SF, SS	
2	REVIEW	◯◊☐D▽					FOR COMPLETENESS	
3	VERIFY	◯◊☐D▽					TO ASSURE MATCH TO 269 CORRECT DRON#	
4	ANNOTATE CORRECTIONS IF NECESSARY	◯◊☐D▽						
5	RETURN TO SMCAR-ES IF CORRECTIONS NEEDED	◯◊☐D▽			GS-3,4,5 .083-.166 HR			
6	RECEIVE CORRECTED DWG	◯◊☐D▽						
7	RETRIEVE MASTER	◯◊☐D▽					ONLY IF NOT RETURNED	
8	UPDATE MASTER	◯◊☐D▽						
9	FILE MASTER	◯◊☐D▽						
10	PREPARE FLG66	◯◊☐D▽						
11	FORWARD TDP/PPI	◯◊☐D▽			GS-3,4,5		1 CPY TO PDM-C 2 TIMES DAILY	
12	PREPARE 1324 FORM	◯◊☐D▽			.016 HR		SHOWS DATE FIRST BOW SENT	
13	ATTACH TO 269	◯◊☐D▽						
14	LOAD INTO COMPUTER	◯◊☐D▽			GS-3,4,5 .016 HR			
15		◯◊☐D▽						
16	RECEIVE PROC REQUEST (DR) WITH SOLICITATION NO.	◯◊☐D▽					VIA E-MAIL/DF (W/LISTING) MAJ ITEMS MUST WAIT FOR SYNOPSIS	
17	LOAD DR IN COMPUTER	◯◊☐D▽			GS-3,4,5 .016 HR			
18	MACHINE OPERATION	◯◊☐D▽						
19	COMPARE 1324 WITH PENDING 269 UPDATE	◯◊☐D▽			GS-3,4,5 .5 HR		IF BACKLOG OF 269S BUMP DR AGAINST 269 TO ENSURE PC GETS CURRENT DATE	
20		◯◊☐D▽						
21		◯◊☐D▽						

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TOTAL HRS: .631 - .714

4. PROCESS		**5. SUMMARY**

6. ☐ MAN OR ☐ MATERIAL		5.	**ACTIONS**		**b. PRESENT**		**c. PROPOSED**		**d. DIFFERENCE**	
					NO	TIME	NO	TIME	NO	TIME
7. CHART BEGINS	**8. CHART ENDS**	○	OPERATIONS							
		◇	TRANSPORTATIONS							
9. CHARTED BY	**10. DATE**	☐	INSPECTIONS							
		D	DELAYS							
11. ORGANIZATION		▽	STORAGES							
			DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	b. OPERATION / TRANSPORTATION / INSPECTION / DELAY / STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? WHAT? WHERE? WHEN? WHO? HOW?	g. NOTES	h. ANALYSIS ELIMINATE / COMBINE / SEQUENCE / PLACE / PERSON / IMPROVE
1. RETRIEVE BOW, UPDATE	○◇☐D▽		GS-3,4,5			FROM MASTER FILE	
2. ATTACH 1324	○◇☐D▽		.083-.166 HR				
3. MATCH DATES	○◇☐D▽					INIT ENG TRANSM WITH ZK DATE	
4. TO CONTROL DESK	○◇☐D▽		GS-3,4,5 .016 HR				
5. FORWARD TO -IMC-TR	○◇☐D▽					FOR HELLO IF LESS THAN 30 DAYS	
6. SEND E-MAIL TO ESC FOR STATUS (GO OR NO GO)	○◇☐D▽					IF OVER 30 DAYS	
7. ASSIGN CODE 9 IN COMPUTER	○◇☐D▽		GS-7,9 -.0083 HR			FOR REVIEW STATUS	
8. 2.0 SET REVIEW REPORT	○◇☐D▽					AUTO GENERATED TO ESC-RD	
9.	○◇☐D▽					1 WEEK - ESC REVIEW SUSPENSE	
10. RECEIVE BOW & STATUS	○◇☐D▽		GS-7				
11. CHANGE COMPUTER PRINTOUT	○◇☐D▽		.0083 HR				
12. TO -TR CONTROL DESK (SEE #5)	○◇☐D▽					IF OK	
13. RECEIVE BIDSETS, TR CTRL DESK	○◇☐D▽						
14. PULL DWG COPY OF PR	○◇☐D▽						
15. PUT ON DRFT	○◇☐D▽		GS-3 .083 HR				
16. LOG-OUT	○◇☐D▽						
17. MASTER BOWS BACK IN FILE	○◇☐D▽						
18. WAITING PICKUP	○◇☐D▽						
19. FINAL PICK-UP	○◇☐D▽					2X DAILY	
20.	○◇☐D▽						
21.	○◇☐D▽						

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TOTAL HRS: .1986 - .2816

INFORMATION MANAGEMENT DIRECTORATE
TECHNICAL DATA OPNS BRANCH

	GS-3/5 $6.54	GS-4/5 $7.34	GS-5/5 $8.21	
TF REC PPI/Process	.092	.092	.092	(wt'd Avg .1 x .166 (Back to ES) .9 x .083 (No Add. processing)
PREP FLs 666 & 1324	.016	.016	.016	
Load Data into Computer	.016	.016	.016	
	.124	.124	.124	
	$.81	$.91	$1.02	
REC Proc Req & Load	.016	.016	.016	
Compare 1324 with Pending				
269	.5	.5	.5	
Retrieve Bow, Update & 1324	.125	.125	.125	
Match 1324 w/269, Update	.016	.016	.016	(Avg. $\frac{.083 + .166}{2}$ = .1249
	.657	.657	.657	
	$4.30	$4.82	$5.39	

	GS-7 $10.17	GS-9 $12.44
Prep E-mail, Assign Code 9, Etc.	.0083	.0083
	$.08	$.10
Rec Bow & Status, Etc.	.0083	
	$.08	

Rec Bid Sets From-TR & Process	.083
	$.54

TOTAL TIME = 0.881 HRS

Min. = $5.81/PPI Pkg x 1.129 (Personnel Benefits) = $6.56
Max. = $7.13/PPI Pkg x 1.129 (Personnel Benefits) = $8.05
Avg. = $6.47/PPI Pkg x 1.129 (Personnel Benefits) = $7.30

FLOW PROCESS CHART

4. PROCESS
RECEIVE & PROCESSING NEW BOW?

5. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION
AMSMC-IMC-T

9. SUMMARY						
ACTIONS		**b. PRESENT**		**c. PROPOSED**		**d. DIFFERENCE**
		NO	TIME	NO	TIME	NO	TIME
○	OPERATIONS						
◇	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☑ PRESENT ☐ PROPOSED METHOD	OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	WHAT?	WHERE?	WHEN?	WHO?	HOW?	f. NOTES	ELIMINATE	COMBINE	SEQUENCE	PLACE	PERSON	IMPROVE
1. RECEIVE BOW	○	◇	☐	D	▽									FROM UMSAR-ESR-RP						
2.	○	◇	☐	D	▽															
3. PULL 600 CARD	○	◇	☐	D	▽															
4. ANNOTATE 600 CARD	○	◇	☐	D	▽		GS-3	.25 HR						DATE RECEIVED CERTIFIED/NOT CERT						
5. SCAN 600 CARD DATA INTO PRIME	○	◇	☐	D	▽									LOADS/UPDATES BOW HISTORY FILE						
6. TO MASTER BOW FILE	○	◇	☐	D	▽									AWAITING RCPT. W/IN DAY MATCH TO PWD? IF NOT, STAYS IN FILE						
7. HOLD IN FILE	○	◇	☐	D	▽															
8.	○	◇	☐	D	▽															
9. RECEIVE PWD	○	◇	☐	D	▽									FUNDED/UNFUNDED FROM CPD. HANDCARRIED BY STUDENT AIDE (GS-3) 9:00 & 1:00 NORMAL MAIL RUN						
10. SEPARATE COPIES	○	◇	☐	D	▽															
11. DISTRIBUTE COPIES (SEE # 7)	○	◇	☐	D	▽															
12. 1 COPY TO ESC-RP	○	◇	☐	D	▽		GS-3	.25 HR						PLACED ON SHELF FOR PICKUP						
13. 1 COPY TO EMPLOYEE	○	◇	☐	D	▽									FOR INPUT						
14. 1 COPY FILED	○	◇	☐	D	▽									SUSPENSE - HELD UNTIL ALL PDI RECEIVED THEN DESTROY						
15. LOAD PWD DATA INTO PRIME	○	◇	☐	D	▽		GS-3	.1 HR						UPDATES BOW HISTORY FILE						
16. MACHINE GENERATED REPORT	○	◇	☐	D	▽									COMPUTER MATCHES PART NOS. REPORT PREPARED						
17. PREPARE FL668	○	◇	☐	D	▽									TRANSMITTAL FOR PDI						
18. ATTACH A COPY OF PWD	○	◇	☐	D	▽		GS-3, 4	.03 HR												
19. FORWARD TO ORGANIZATIONS	○	◇	☐	D	▽									IR, SF, SS, QAG						
20.	○	◇	☐	D	▽															
21.	○	◇	☐	D	▽															

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TOTAL HR: .63

DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	Flow	Distance Ft.	Quantity	No.	Notes
25. RECEIVE COMPUTER REPORT	O ◇ □ D ▽				DAILY IN FILE AREA (GS & SITES)
23. REVIEW REPORT	O ◇ □ D ▽				IDENTIFY MATCHES I.E. 1095 + ROW
24. RETRIEVE ROW	O ◇ □ D ▽				
25. REVIEW ROW	O ◇ □ D ▽				REPLACES "EAD" CARDS
26. WRITE ORDER	O ◇ □ D ▽		GS-3,4 2.5 HR		1324 FORM - PREPARED & ATTACHED TO ROW
27. ASSIGN PRIORITY	O ◇ □ D ▽				
28. TO CONTROL DESK	O ◇ □ D ▽				
29. ASSIGN TRACKING No.	O ◇ □ D ▽				CONTROL DESK CLERK
30. TO MICRO-FS	O ◇ □ D ▽				HAND CARRIED TO CONTROL DESK
31.	O ◇ □ D ▽				
32.	O ◇ □ D ▽				
33. RECEIVE ROW + 1324	O ◇ □ D ▽				AT CONTROL DESK
34. DATE STAMPS	O ◇ □ D ▽		GS-5 .025 HR		1324 FORM
35. REVIEWS SEPARATE COUNT CARDS	O ◇ □ D ▽				QUICK LOOK/SEPARATE 9's FROM 12's/COUNTS
36. ANNOTATES 1324	O ◇ □ D ▽				No. OF MASTERS, X No. OF COPIES
37. IF NECESSARY, TAKE FICHE TO MACHINE RUN FICHE, PUT CARD(S) IN DECK	O ◇ □ D ▽		GS-5 .025 HR		9's ROW'S NEED FICHE RUN
38. TAKE DECK TO MACHINE & ARRANGE ON TRAY	O ◇ □ D ▽		GS-5 .06 HR		MACHINE RESERVED FOR NEW ROW'S & MISC JOBS (NON BIG SET)
39. WAITING TURN	O ◇ □ D ▽				
40. REVIEW 1324	O ◇ □ D ▽				OPERATOR READS FOR COUNT
41. INSERT COMMAND CARD	O ◇ □ D ▽				OLD MACHINE ONLY
42. VIEW MASTERS	O ◇ □ D ▽				TO DETERMINE EXPOSURE
43. SEPARATE 9's FROM 12's	O ◇ □ D ▽		GS 3-4 .3 HR		MUST BE RUN SEPARATELY
44. HAVE 12's INTERPRETED	O ◇ □ D ▽				
45. RUN CARDS	O ◇ □ D ▽				MACHINE TIME
46. REVIEW ONE COPY	O ◇ □ D ▽				QUICK QC CHECK TO SEE IF IMAGE IS OK
47.	O ◇ □ D ▽				
48.	O ◇ □ D ▽				

TOTAL HR: 2.866

4. PROCESS		5 SUMMARY						
RECEIVE & PROCESSING 1700 ROW		ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE
6. ☑ MAN OR ☐ MATERIAL				NO	TIME	NO	TIME	NO	TIME
		○ OPERATIONS						
7. CHART BEGINS	8. CHART ENDS	◇ TRANSPORTATIONS						
		☐ INSPECTIONS						
9. CHARTED BY	10. DATE	D DELAYS						
		▽ STORAGES						
11. ORGANIZATION		DISTANCE TRAVELLED						
AMSMC - IMC - T		(Feet)						

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	WHAT?	WHERE?	WHEN?	WHO?	HOW?	E. NOTES	CLIMATE	COMBINE	SEQUENCE	PLACE	PERSON	IMPROVE
1. TO SORTER & RUN	○	◇	☐	D	▽															
2. ASSEMBLE COPIES	○	◇	☐	D	▽		GS-3,4 .05 HR													
3. TO SUPPORT AREA	○	◇	☐	D	▽															
4. AWAITING PROCESS	○	◇	☐	D	▽															
5. PICK UP SET OF COPIES	○	◇	☐	D	▽															
6. VIEW ONE SET	○	◇	☐	D	▽									QUALITY/ CHECK OF EA. CARD - LEGIBILITY						
7. SIGN-OFF ON 1324	○	◇	☐	D	▽		GS-3,4,5 WG-8 .133 HR													
8. TO CONTROL DESK	○	◇	☐	D	▽															
9. FORWARD COPIES: 1 TO ESK MASTER + 3 TO IMC-TF	○	◇	☐	D	▽															
10.	○	◇	☐	D	▽															
11. RECEIVE MASTER + 3 BOWS	○	◇	☐	D	▽															
12. ATTACH 1449 FORM	○	◇	☐	D	▽									TO 3 COPIES CERT DOC.						
13. FILE MASTER BOW	○	◇	☐	D	▽		GS-4 .04													
14. SLEEVE BOW & ANNOTATE PART NO.	○	◇	☐	D	▽															
15. PREPARE LIST	○	◇	☐	D	▽									IN TRIPLICATE AT END OF DAY						
16. COPIES FORWARDED	○	◇	☐	D	▽									TO SMCAR-ESC-RP						
17. COMPUTER PRINTOUT UPDATED TO SHOW BOWS TO ES & TR	○	◇	☐	D	▽															
18.	○	◇	☐	D	▽															
19.	○	◇	☐	D	▽															
20.	○	◇	☐	D	▽															
21.	○	◇	☐	D	▽															

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TOTAL HRS: .223

INFORMATION MANAGEMENT DIRECTORATE
TECHNICAL DATA OPNS BRANCH

	GS-3/5 $6.54		GS-4/5 $7.34	GS-5/5 $8.21
TF:				
Rec Bow	.25			
	$1.64			
Rec PWD	.25			
Load Computer	.10			
	.35			
	$2.29			
Prep/Fwd FL668	.03	or	.03	
	$.20		$.22	
Rec. Rpt. & Rev. Bow, Assign	2.5	or	2.5	
Priority	$16.35		$18.35	
TR:				
Logs In/Counts				.025
Separates				.025
Runs Fiche To Machine				.016
				.066
				$.54
Repro Bow	.3	or	.3	
Sort Bows	.05		.05	
	.35		.35	
	$2.27		$2.57	
View 1 Copy & Fwd 4 Copies	.133		.133	.133
	$.87		$.98	$1.09
TF:				
Rec Bows, Attach 1449, & Fwd			.04	
			$.29	

TOTAL TIME = 3.679 HRS

Min. Cost = $24.45 x 1.129 (Personnel Benefits) = $27.60/PRON (BOW)
Max. Cost = $26.99 x 1.129 (Personnel Benefits) = $30.47/PRON (BOW)
Avg. Cost = $25.72 x 1.129 (Personnel Benefits) = $29.04/PRON (BOW)

FLOW PROCESS CHART

PLOW PROCESS CHART		1. NUMBER	2. PAGE NO. 7	3. NO OF NO. 1

a. PROCESS

REPRO BID SETS

b. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION

AMSMC-IMC-TR

S.	SUMMARY					
a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE
		NO	TIME	NO	TIME	NO	TIME
○	OPERATIONS						
◇	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (feet)						

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	b. OPERATION / TRANSPORTATION / INSPECTION / DELAY / STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? WHAT? WHERE? WHEN? WHO? HOW?	g. NOTES	h. ANALYSIS ELIMINATE / COMBINE / SEQUENCE / PLACE / PERSON / IMPROVE
11. RECEIVE BOWS/PPI + 1324	○◇☐D▽					AT CONTROL DESK	
12. DATE STAMPS	○◇☐D▽		GS-5 .025 HR			1324 FORM	
13. REVIEW/SEPARATE/COUNT CARDS	○◇☐D▽					QUICK CHECK/SEPARATE 9's FROM 12's/COUNTS	
14. ANNOTATES 1324	○◇☐D▽					NO OF MASTERS (CARDS) X NO OF COPIES	
15. IF NECESSARY, TAKE FICHE TO MACHINE, RUN FICHE, PUT CARD(S) IN DECK	○◇☐D▽		GS-5 .025 HR			25% BOWS NEED FICHE RUN	
16. TAKE DECK TO MACHINE & ARRANGE ON TRAY	○◇☐D▽		GS-5 .016 HR				
17. WAITING TURN	○◇☐D▽						
18. REVIEW 1324	○◇☐D▽					OPERATOR READS FOR COUNT	
19. ENTERS DATA	○◇☐D▽						
20. VIEW MASTERS	○◇☐D▽		GS-3, 4 .3 HR			TO DETERMINE EXPOSURE	
21. SEPARATE 9's FROM 12's	○◇☐D▽					MUST BE RUN SEPARATELY	
22. TURN PRINT STATION	○◇☐D▽						
23. RUN CARDS (4x)	○◇☐D▽		GS- .025 HR				
24. REVIEW ONE COPY	○◇☐D▽					QUICK QA CHECK TO SEE IF IMAGE IS OK	
1. ASSEMBLE COPIES	○◇☐D▽		GS-3, 4 .05 HR				
2. TO SUPPORT AREA	○◇☐D▽						
3. AWAITING PROCESS	○◇☐D▽						
4. PICK UP SET OF COPIES	○◇☐D▽						
5. VIEW ONE SET	○◇☐D▽		GS-3,4,5 .216 HR			QUALITY CHECK OF EA. CARD - LEGIBILITY	
6. QUICK LIGHT CHECK ON OTHERS	○◇☐D▽						
7. SIGN-OFF ON 1324	○◇☐D▽						
8. TAPE & ADDRESS BOXES	○◇☐D▽		GS-3,4,5 .033 HR				
9. TO CONTROL ...	○◇☐D▽						

INFORMATION MANAGEMENT DIRECTORATE
TECHNICAL DATA OPNS BRANCH

	GS-3/5 $6.54	GS-4/5 $7.34	GS-5/5 $8.21
TR:			
Rec BOW/PPI (Bid Set)			.025
Run Fiche			.006 (.025 Hr x 25%)
Take to Machine			.016
			.047 hrs
			$.39
Prep for Running Deck	.300	.300	
Run 98 Bid Sets & Check Image (1 set)	2.025	2.025	
Assemble & Transfer	.050	.050	
	2.375 hrs	2.375 hrs	
	$15.53	$17.43	
View for Legibility	.216	.216	.216
Tape & Address/To Ctr Desk	.033	.033	.033
	.249 hrs	.249 hrs	.249 hrs
	$1.63	$1.83	$2.04

TOTAL TIME = 2.671 HRS

Min. Cost = $17.55 x 1.129 = $19.81
Max. Cost = $19.86 x 1.129 = $22.42
Avg. Cost = $18.71 x 1.129 = $21.12

CORRECTED

FLOW PROCESS CHART

	1. NUMBER	2. PAGE NO	3. NO OF PG

4. PROCESS — TLR Flow

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS | **8. CHART ENDS**

9. CHARTED BY | **10. DATE**

11. ORGANIZATION — GA

5. SUMMARY

a. ACTIONS		b. PRESENT NO	TIME	c. PROPOSED NO	TIME	d. DIFFERENCE NO	TIME
○	OPERATIONS						
◇	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD

#	Details	Actions	Dist (ft)	Qty	Time	Notes
1	TLR PICKED UP FROM SMCAR-ESC-RP	○◇☐D▽			.166	INFO CLERK, GS-5 3 TIMES/DAY
2	LOG IN AT DIVISION LEVEL	○◇☐D▽			.014	
3	PLACE IN PALLET AT BRANCH	○◇☐D▽				
4	PRODUCT QUALITY MGR (PQM) REVIEWS &	○◇☐D▽			2	CHECKS END ITEM SPECS DRAWING REQUIREMENTS
5	COMPLETES 367	○◇☐D▽				IF CONTRACTOR CAN BUILD & TEST ITEM PROVIDES CLAUSE FOR
6		○◇☐D▽				SECTION E & QUALITY/ REQUIREMENTS, ETC.
7		○◇☐D▽				DONE BY GS-9, 11, OR 12
8	367 SIGNED BY SENIOR PQM	○◇☐D▽			.083	GS-12
9	DD1423/PADDS REVIEW	○◇☐D▽			.083	INFO CLERK, GS-5
10	PICKED UP & LOGGED-OUT AT DIVISION LEVEL	○◇☐D▽			.014	
11	RETURNED TO SMCAR-ESC-RP (HANDCARRIED)	○◇☐D▽			.166	ON REGULAR PICKUP RUN
12		○◇☐D▽				
13		○◇☐D▽				
14		○◇☐D▽				
15		○◇☐D▽				
16		○◇☐D▽				
17		○◇☐D▽				
18		○◇☐D▽				
19		○◇☐D▽				
20		○◇☐D▽				
21		○◇☐D▽				

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QUALITY ASSURANCE

	GS-5/5 $8.21	GS-9/5 $12.44	GS-11/5 $15.05	GS-12/5 $18.04
TDP Picked-up in SMCAR-ESC-RP	.166			
Logged-In at Division Level & Place In Branch In-Basket	.016 .182 $1.49			
Product Quality MGR (PQM) Reviews TDP & Completes 367		2.0 $24.88	2.0 $30.10	2.0 $36.08
367 Signed By Senior PQM				.083 $1.50
DD1423/PADDS Review	.083			
Picked-Up From Branch & Logged-Out at Division Level	.016			
Returned to SMCAR-ESP-RP	.166 .265 $2.18			

TOTAL TIME = 2.53 HR

Min. = $30.05/TDP x 1.129 (Personnel Benefits) = $33.93
Max. = $41.25/TDP x 1.129 (Personnel Benefits) = $46.57
Avg. = $35.65/TDP x 1.129 (Personnel Benefits) = $40.25

NOTE: Total time is only an average figure for actual touch labor. It does not correlate well to elapsed time as determined in calendar days on the ALT computer. That computer is programmed in such a manner that a minimum of two calendar days must elapse for the PRON to be shown as distributed and returned.

FLOW PROCESS CHART		1. NUMBER	2. PAGE NO. 1	3. NO OF PGS 1

4. PROCESS DPI INDUT (IND. READINESS)

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION AMSMC-IR

5. SUMMARY

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO.	TIME	NO.	TIME	NO.	TIME
◯	OPERATIONS						
◇	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	WHAT?	WHERE?	WHEN?	WHO?	HOW?	g. NOTES	ELIMINATE	COMBINE	SEQUENCE	PLACE	PERSON	IMPROVE
1. RECEIVE FL668 WITH 1095 ATTACHED	◯	◇	☐	D	▽															
2. TO APPROPRIATE DIVISION	◯	◇	☐	D	▽															
3. TO APPROPRIATE BRANCH	◯	◇	☐	D	▽															
4. DETERMINE WHAT ITEM IS	◯	◇	☐	D	▽									RESEARCH NOMENCLATURE, NSN, P/N, OR						
5.	◯	◇	☐	D	▽									DRON NUMBERS TO DETERMINE WHAT THE						
6.	◯	◇	☐	D	▽		9S-11,12	1.5						ITEM IS AND WHAT IT RELATES TO						
7. ANNOTATE IF/IF NOT MOB ITEM	◯	◇	☐	D	▽															
8. IF MOB ITEM, IDENTIFY CRITICAL COMPONENTS	◯	◇	☐	D	▽															
9. COMPLETE FORM 1734	◯	◇	☐	D	▽															
10. PREPARE CMT-R TO FL668	◯	◇	☐	D	▽															
11. ATTACH TO FL668 & 1734	◯	◇	☐	D	▽															
12. TO AMSMC-IMC-TF	◯	◇	☐	D	▽															
13.	◯	◇	☐	D	▽															
14. *50%/50%	◯	◇	☐	D	▽															
15.	◯	◇	☐	D	▽															
16.	◯	◇	☐	D	▽															
17.	◯	◇	☐	D	▽															
18.	◯	◇	☐	D	▽															
19.	◯	◇	☐	D	▽															
20.	◯	◇	☐	D	▽															
21.	◯	◇	☐	D	▽															

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INDUSTRIAL READINESS DIRECTORATE

	GS-11/5	GS-12/5
	$15.05 (50%)*	$18.04 (50%)*
PPI Prep.	1.5 hrs.	1.5 hrs.
	$22.58	$27.06

AVG. TIME PER PPI PKG. = 1.5 HRS

*Estimated Weighted Average Costs = 24.82 = 50% ($22.58 + 27.06)

24.82 x 1.129 = $28.02

FLOW PROCESS CHART

		1. NUMBER	2. PAGE NO. 1	3. NO OF PG 1

4. PROCESS FFI INPUT (SAFETY)

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION FNSM? SF

5. SUMMARY

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO.	TIME	NO.	TIME	NO.	TIME
◯	OPERATIONS						
⬡	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☒ PRESENT ☐ PROPOSED METHOD

#	Details	Operation	Transportation	Inspection	Delay	Storage	c. Distance in Feet	d. Quantity	e. Time	Analysis WHY? What/Where/When/Who/How	NOTES	h. Analysis Eliminate/Combine/Sequence/Place/Person/Improve
1.	RECEIVE 1095	◯	⬡	☐	D	▽						
2.	REVIEW FOR CODE, GFM, FFI MAT'L	◯	⬡	☐	D	▽						
3.	CHECK MICROFICHE, MAKE CALLS IF DON'T RECOG ITEM	◯	⬡	☐	D	▽						
4.	COMPLETE FL 255	◯	⬡	☐	D	▽		GS 9 .064-.75* HR				
5.	ATTACH TO 1095	◯	⬡	☐	D	▽						
6.	LOG OUT	◯	⬡	☐	D	▽					PRON #, DATE IN & OUT, WHAT CLAUSES ADDED	
7.		◯	⬡	☐	D	▽						
8.		◯	⬡	☐	D	▽						
9.		◯	⬡	☐	D	▽						
10.		◯	⬡	☐	D	▽						
11.		◯	⬡	☐	D	▽						
12.	* WORST CASE, APPROX 1 IN 25 TAKE THIS AMT	◯	⬡	☐	D	▽						
13.	OF TIME	◯	⬡	☐	D	▽						
14.		◯	⬡	☐	D	▽						
15.		◯	⬡	☐	D	▽						
16.		◯	⬡	☐	D	▽						
17.		◯	⬡	☐	D	▽						
18.		◯	⬡	☐	D	▽						
19.		◯	⬡	☐	D	▽						
20.		◯	⬡	☐	D	▽						
21.		◯	⬡	☐	D	▽						

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SAFETY OFFICE

GS-9/5
$12.44

SF:
  PPI Prep.

$$\frac{.093 \text{ hrs.}}{\$1.16} \quad (.04 \times .75 + .96 \times .066)$$

Weighted Time/PPI pkg. = 0.093 hours
Associated Costs = $1.16 x 1.129 = $1.31

FLOW PROCESS CHART		1 NUMBER	2 PAGE NO	3 NO OF PGS
			1	1

4. PROCESS
PPI INPUT (SECURITY)

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION
AMCMC-SS

5.	SUMMARY					
a. ACTIONS	**b. PRESENT**		**c. PROPOSED**		**d. DIFFERENCE**	
	NO.	TIME	NO.	TIME	NO.	TIME
○ OPERATIONS						
◇ TRANSPORTATIONS						
☐ INSPECTIONS						
D DELAYS						
▽ STORAGES						
DISTANCE TRAVELLED (Feet)						

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	b. OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? WHAT? WHERE? WHEN? WHO? HOW?	E. NOTES	h. ANALYSIS CH ELIMINATE COMBINE SEQUENCE PLACE PERSON IMPROVE
1. RECEIVE FL668 WITH 1095 ATCH	○	◇	☐	D	▽						
2. SEARCH MICROFICHE FOR NSN #	○	◇	☐	D	▽			GS-11,12			
3. ANNOTATE 668 WITH CATEGORY FROM MICROFICHE	○	◇	☐	D	▽			.016			
4. TO CLERK	○	◇	☐	D	▽						
5. PPI INFO TYPED ON FL 668	○	◇	☐	D	▽			GS-6 .083			
6. TO SUPERVISOR	○	◇	☐	D	▽						
7. REVIEW & SIGN FL668	○	◇	☐	D	▽			GS-12 .016			
8. MAIL TO AMCMC-IMC-TF	○	◇	☐	D	▽						
9.	○	◇	☐	D	▽						
10.	○	◇	☐	D	▽						
11.	○	◇	☐	D	▽						
12.	○	◇	☐	D	▽						
13.	○	◇	☐	D	▽						
14.	○	◇	☐	D	▽						
15.	○	◇	☐	D	▽						
16.	○	◇	☐	D	▽						
17.	○	◇	☐	D	▽						
18.	○	◇	☐	D	▽						
19.	○	◇	☐	D	▽						
20.	○	◇	☐	D	▽						
21.	○	◇	☐	D	▽						

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SECURITY OFFICE

	GS-6/5	GS-11/5	GS-12/5
	$9.15	$15.05	$18.04
Draft PPI		$\frac{.016}{\$.24}$	$\frac{.016}{\$.29}$
Typing	$\frac{.083}{\$.76}$		
Supervisory Review and Sign			$\frac{.016}{\$.29}$

TOTAL TIME = .115 HR.

Min. = $1.29/PPI x 1.129 (Personnel Benefits) = $1.46
Max. = $1.34/PPI x 1.129 (Personnel Benefits) = $1.51
Avg. = $1.32/PPI x 1.129 (Personnel Benefits) = $1.49

FLOW PROCESS CHART

FLOW PROCESS CHART	1. NUMBER	2. PAGE NO 1	3. NO OF PGs 2

<table>
<tr><td colspan="2">4. PROCESS
Policy Review of JPA and Acquisition   PLAN</td><td colspan="8">5. SUMMARY</td></tr>
<tr><td colspan="2">6. ☐ MAN OR ☐ MATERIAL</td><td colspan="2" rowspan="2">a. ACTIONS</td><td colspan="2">b. PRESENT</td><td colspan="2">c. PROPOSED</td><td colspan="2">d. DIFFERENCE</td></tr>
<tr><td colspan="2">7. CHART BEGINS | 8. CHART ENDS</td><td>NO</td><td>TIME</td><td>NO</td><td>TIME</td><td>NO</td><td>TIME</td></tr>
</table>

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? WHAT? WHERE? WHEN? WHO? HOW?	g. NOTES	h. ANALYSIS ELIMINATE COMBINE SEQUENCE PLACE PERSON IMPROVE
1. UNDER $^+$IOM J&A	O ◇ □ D ▽									GS-9, 12, 13	
2. LOG	O ◇ □ D ▽										
3. STAFF	O ◇ □ D ▽										
4. REVIEW COMMENTS	O ◇ □ D ▽										
5. CONSOLIDATE COMMENTS	O ◇ □ D ▽			2.8							
6. REVISE	O ◇ □ D ▽										
7. REVIEW REVISION	O ◇ □ D ▽										
8. TRACK	O ◇ □ D ▽										
9. TYPING	O ◇ □ D ▽				.166					GS-3 OR 5	
10.	O ◇ □ D ▽										
11. OVER $^+$IOM J&A	O ◇ □ D ▽									GS-9, 12, 13	
12. LOG	O ◇ □ D ▽										
13. REVIEW	O ◇ □ D ▽										
14. STAFF	O ◇ □ D ▽										
15. REVIEW COMMENTS	O ◇ □ D ▽										
16. ATTEND MPSC	O ◇ □ D ▽			18.28							
17. PREPARE TRANSMITTAL	O ◇ □ D ▽										
18. OBTAIN CG SIGNATURE	O ◇ □ D ▽										
19. OBTAIN DP SIGNATURE FORWARDING TO HQS	O ◇ □ D ▽										
20. TYPING	O ◇ □ D ▽				.5					GS-3 OR 5	
21.	O ◇ □ D ▽										

9. CHARTED BY   10. DATE

11. ORGANIZATION   AMEMC-FPA

DISTANCE TRAVELLED (Feet)

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DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION / TRANSPORTATION / INSPECTION / DELAY / STORAGE	DISTANCE IN FEET	QUANTITY	TIME	ANALYSIS WHAT					NOTES	ANALYSIS HOW					
22. ACQUISITION PLAN	O ⋄ ☐ D ▽									GS-9, 12, 13						
23. ASSIGN	O ⋄ ☐ D ▽															
24. STAFF	O ⋄ ☐ D ▽															
25. REVIEW COMMENTS	O ⋄ ☐ D ▽															
26. SCHEDULE MARB	O ⋄ ☐ D ▽															
27. STAFF TO MARB MEMB.	O ⋄ ☐ D ▽															
28. PREPARE MARB DOCUMENTS	O ⋄ ☐ D ▽			39.06												
29. WRITE MINUTES	O ⋄ ☐ D ▽															
30. REVIEW	O ⋄ ☐ D ▽															
31. PREPARE TRANSMITTAL	O ⋄ ☐ D ▽															
32. TRACKING	O ⋄ ☐ D ▽															
33. OBTAIN CG SIGNATURE	O ⋄ ☐ D ▽															
34. TYPING	O ⋄ ☐ D ▽			1						GS-3 or 5						
35. ADMINISTRATIVE TASKS	O ⋄ ☐ D ▽			3.5												
36.	O ⋄ ☐ D ▽															
37.	O ⋄ ☐ D ▽															
38.	O ⋄ ☐ D ▽															
39.	O ⋄ ☐ D ▽															
40.	O ⋄ ☐ D ▽															
41.	O ⋄ ☐ D ▽															
42.	O ⋄ ☐ D ▽															
43.	O ⋄ ☐ D ▽															
44.	O ⋄ ☐ D ▽															
45.	O ⋄ ☐ D ▽															
46.	O ⋄ ☐ D ▽															
47.	O ⋄ ☐ D ▽															
48.	O ⋄ ☐ D ▽															

ACQUISITION STRATEGIES DIVISION

	GS-3/5 $6.54	GS-5/5 $8.21	GS-9/5 $12.44	GS-12/5 $18.04	GS-13/5 $21.45
Under $10M J & A					
Policy Review Actions			2.8 $34.83	2.8 $50.51	2.8 $60.06
Typing	.166 $1.09	.166 $1.36			

TOTAL TIME = 2.96 HRS

Min. = $35.92/J&A x 1.129 (Personnel Benefits) = $40.55
Max. = $61.42/J&A x 1.129 (Personnel Benefits) = $69.34
Avg. = $48.67/J&A x 1.129 (Personnel Benefits) = $54.95

	GS-3/5	GS-5/5	GS-9/5	GS-12/5	GS-13/5
Over $10M J & A					
Policy Review Actions			18.28 $227.40	18.28 $329.77	18.28 $392.11
Typing	.5 $3.27	.5 $4.11			

TOTAL TIME = 18.78 HRS

Min. = $230.67/J&A x 1.129 (Personnel Benefits) = $260.43
Max. = $396.22/J&A x 1.129 (Personnel Benefits) = $447.32
Avg. = $314.45/J&A x 1.129 (Personnel Benefits) = $353.88

	GS-3/5	GS-5/5	GS-9/5	GS-12/5	GS-13/5
Acquisition Plan					
Policy Review Actions			54.85 $682.33	54.85 $989.49	54.85 $1176.53
Typing	1 $6.54	1 $8.21			
Administrative Tasks	3.5 $22.89	3.5 $28.74			

TOTAL TIME = 59.35 HRS

Min. = $711.76/Acq. Plan x 1.129 (Personnel Benefits) = $803.58
Max. = $1213.48/Acq. Plan x 1.129 (Personnel Benefits) = $1370.02
Avg. = $962.62/Acq. Plan x 1.129 (Personnel Benefits) = $1086.80

METHODOLOGY FOR TIME AND COST CALCULATIONS

PADDS

I. TIME

a. During the Sampling Period of the Efficiency Review (ER), two observations were taken each hour. The number of observations noted for each category of work, i.e., processing Solicitations, is totaled and recorded.

b. Since there were two observations per hour, the total number of hours worked on a particular category of work (during the sample period) is the total number of observations divided by 2.

c. The length of sampling period was less than the average number of days in a month, therefore, the time arrived at in paragraph b above must be extended to equal an equivalent number of hours per month. The monthly extension factor (MEF) for this ER is 1.046.

d. The time is also adjusted for a Personal, Fatigue and Delay (PF&D) factor, which equals 1.1013.

e. The average number of units per month was taken from the "Workload Profile" prepared by AMSMC-PPS-M and validated by MEO office.

f. Calculations of time for each category of work are provided below:

1. Processing Solicitations:

1048 observations (obs)/2 obs/hr = 524 hrs. 524 hrs x 1.046 (MEF) = 548.1 hrs/mo x 1.1013 (PF&D factor) = 603.63 hrs/mo. Average no. of solicitations proccessed per month = 269.5. 603.63 hrs/mo/269.5 solicitations/mo = 2.240 hrs/solicitation.

2. Processing Contracts:

531 obs/2 obs/hr = 265.5 hours. 265.5 hrs x 1.046 (MEF) = 277.71 hrs/mo x 1.1013 (PF&D factor) = 305.85 hrs/mo.

Average number of contracts processed per month = 166.3. 305.85 hrs/mo/166.3 contracts/mo = 1.839 hrs/contract.

3. <u>Processing Amendments (Amd)/Modifications (Mods)</u>

1045 obs/2 obs/hr = 522.5 hrs. 522.5 hrs x 1.046 (MEF) = 546.5 hrs/mo x 1.1013 (PF&D factor) = 601.90 hrs/mo.

Average number of Amds/Mods per month = 536.8. 601.9 hrs/mo/536.8 Amd&Mod/mo. = 1.121 hrs/Amd or Mod.

II. COSTS

a. Based on data collected in the ER, a determination can be made as to the ratio of the time (spaces) each grade level expended relative to each category of work. The ratio of time by grade is equal to the equivalent space worked by grade divided by the total of equivalent spaces (.032 ÷ 4.183 = .008). For example, category of work 6A (Processing Solicitations):

Grade	Equivalent Space Worked by Grade	Ratio of Time by Grade	Est. Time Per Sol	Time/Sol by Grade
8	0.032	0.008	2.24	0.0179
7	0.060	0.014	2.24	0.0314
6	2.054	0.491	2.24	1.0998
5	1.934	0.462	2.24	1.0349
4	0.103	0.025	2.24	0.0560
	————	———		———
	4.183	1.000		2.240

b. The hourly rate for the mid-step of each grade was used to determine base cost per unit of output. The base cost was then increased by 12.9 percent to cover the cost of personnel benefits. The final computation of cost for processing Solicitations is:

Grade	Time/Sol By Grade	Hrly Rate Mid-Step	Cost/Sol
8	0.0179	11.26	$ .20
7	0.0314	10.17	.32
6	1.0998	9.15	10.06
5	1.0349	8.21	8.50
4	0.0560	7.34	.41
			———
			$19.49
			x 1.129 = $22.00/Sol

c. The computations for the other two categories of work are provided for your review/evaluation:

1. Processing Contracts:

Grade	Equivalent Space Worked By Grade	Ratio of Time By Grade	Est. Time Per Contract	Time/Cont By Grade
7	0.016	0.008	1.839	0.0147
6	1.406	0.667	1.839	1.2266
5	0.317	0.150	1.839	0.2759
4	0.369	0.175	1.839	0.3218
	-----	-----		------
	2.108	1.000		1.839

Grade	Time/Cont By Grade	Hrly Rate Mid-Step	Cost/Cont
7	0.0147	10.17	$ .15
6	1.2266	9.15	11.22
5	0.2759	8.21	2.27
4	0.3218	7.34	2.36

			$16.00

x 1.129 = $18.06/Cont

2. Processing Amendments/Modifications

Grade	Equivalent Space Worked by Grade	Ratio of Time by Grade	Est. Time Per Amd/Mod	Time/ Amd/ Mod
7	0.008	0.002	1.121	0.0022
6	3.602	0.867	1.121	0.9719
5	0.517	0.125	1.121	0.1401
4	0.024	0.006	1.121	0.0067
	-----	-----		------
	4.151	1.000		1.121

Grade	Time/Amd-Mod by Grade	Hrly Rate Mid-Step	Cost/ Amd or Mod
7	.0022	10.17	$ .02
6	.9719	9.15	8.89
5	.1401	8.21	1.15
4	.0067	7.34	.05

			$10.11

x 1.129 = $11.41/ Amd/Mod

I. Processing Solicitation Changes/Corrections

172 obs ÷ 2 obs/hr = 86 hours × 1.046 (MEF) = 89.96 hrs/mo.
89.98 hrs/mo × 1.1013 (PF&D) = 99.07 hrs/mo.

Average number of solicitation corrections/changes per month
= 130.   99.07 hrs/mo ÷ 130 = .762 hrs/solicitation change.

Processing Contract Changes/Corrections

69 obs ÷ 2 obs/hr = 34.5 hours × 1.046 (MEF) = 36.09 hrs/mo.
36.09 hrs/mo × 1.1013 (PF&D) = 39.74 hrs/mo.

Average number of contract corrections/changes per month =
677.   39.74 hrs/mo ÷ 677 = .059 hrs/contract change.

Processing Amd/Mod Changes/Corrections

241 obs ÷ 2 obs/hr = 120.5 hrs × 1.046 (MEF) = 126.04 hrs/mo
× 1.1013 (PF&D) = 138.81 hrs/mo.

Average number of Amd/Mod changes/corrections per month was
calculated from data provided by PADDS that indicated 157
corrections to amendments and 1167 corrections to mods were made
in the 6-month timeframe from Oct 87 to Mar 88. Because no
distinction between mods and amendments is made in this catagory,
an average/mo was calculated by dividing the sum of the two
numbers by six.

Average number of Amd/Mod changes/corrections per month =
221.   138.81 hrs/mo ÷ 221 = .628 hrs/Amd-Mod change.

Processing Solicitations Corrections/Changes

Grade	Equivalent Space Worked by Grade	Ratio of Time by Grade	Est. Time Per Chnge	Time/ Change by Grade
6	0.442	0.645	.762	.491
5	0.044	0.064	.762	.049
4	0.199	0.291	.762	.222
	-----	-----		----
	0.685	1.000		.762

Grade	Time/Change by Grade	Hrly Rate Mid-Step	Cost/ Change
6	.491	9.15	4.49
5	.049	8.21	.40
4	.222	7.34	1.63

			$6.52

x 1.129 = $7.36/Chg

Processing Contract Corrections/Changes

Grade	Equivalent Spaces Worked by Grade	Ratio of Time by Grade	Est. Time Per Change	Time/ Change by Grade
6	0.148	0.536	.059	.032
5	0.116	0.420	.059	.025
4	0.012	0.044	.059	.002
	-----	-----		----
	0.276	1.000		.059

Grade	Time/Change by Grade	Hrly Rate Mid-Step	Cost/ Change
6	.032	9.15	.29
5	.025	8.21	.21
4	.002	7.34	.01

			$.51

x 1.129 = $.58/Chg

Processing Amd/Mod Corrections/Changes

Grade	Equivalent Spaces Worked by Grade	Ratio of Time by Grade	Est. Time Per Change	Time/ Change by Grade
6	0.886	0.925	.628	.581
5	0.072	0.075	.628	.047
	-----	-----		----
	0.276	1.000		.628

Grade	Time/Change by Grade	Hrly Rate Mid-Step	Cost/ Change
6	.581	9.15	5.32
5	.047	8.21	.39

			$5.71

x 1.129 = $6.45/Chg

FLOW PROCESS CHART

	1. NUMBER	2. PAGE NO.	3. NO OF PG
		1	2

4. PROCESS POLICY REVIEW OF SOLICITATION

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION ANISMC-PPR

5. SUMMARY

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO.	TIME	NO	TIME	NO.	TIME
O	OPERATIONS						
⇨	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						

DISTANCE TRAVELLED (Feet)

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	b. Operation / Transportation / Inspection / Delay / Storage	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? What? Where? When? Who? How?	e. NOTES	h. ANALYSIS Eliminate / Combine / Sequence / Place / Person / Improve
1. OVER $500K, LESS THAN $10M	O ⇨ ☐ D ▽					GS-9	
2. REVIEW	O ⇨ ☐ D ▽						
3. – CLAUSES	O ⇨ ☐ D ▽						
4. – SOLIC BACKUP	O ⇨ ☐ D ▽						
5. – FUNDS	O ⇨ ☐ D ▽			3.5			
6. – DELIV SCHEDULE	O ⇨ ☐ D ▽						
7. – PPI	O ⇨ ☐ D ▽						
8. SIGN SUM OF PROP PROC (PR)	O ⇨ ☐ D ▽						
9.	O ⇨ ☐ D ▽						
10. OVER $10M *	O ⇨ ☐ D ▽					GS-12 PROC ANALYST	
11. REVIEW SOLICITATION	O ⇨ ☐ D ▽			60			
12. ANNOTATE CHGS/CORRECT	O ⇨ ☐ D ▽						
13. BRIEF CHAIRMAN	O ⇨ ☐ D ▽			1		CHAIRMAN - GS-13 PROC ANAL - GS-12	
14. REVIEW WITH CONT SPEC & CHAIRMAN	O ⇨ ☐ D ▽			2		CHAIRMAN - GS-13 PROC ANAL - GS-12 CONTRACT SPEC - GS-11	
15. CHAIRMAN REVIEWS PKG	O ⇨ ☐ D ▽			6		GS-13	
16. SET UP BOARD	O ⇨ ☐ D ▽					PROC CLERK GS-5	
17. – TYPE DF W/ ITINERARY	O ⇨ ☐ D ▽			1.5			
18. – HANDCARRY TO DIR	O ⇨ ☐ D ▽						
19. – TAKE PHONE CALLS FROM DIRS & ANSW QUESTIONS	O ⇨ ☐ D ▽			.5			
20. – SET UP ROOM	O ⇨ ☐ D ▽			.25			
21. HOLD BOARD	O ⇨ ☐ D ▽			1.5		CHAIRMAN AND PROC ANAL ATTEND	

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DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	DISTANCE IN FEET	QUANTITY	TIME	ANALYSIS WHY?	NOTES	ANALYSIS CH
22. PREPARE MINUTES	O	◇	☐	D	▽			2		PROC ANAL	
23. TYPE MINUTES	O	◇	☐	D	▽			.315		PROC CLERK	
24. PROOF MINUTES	O	◇	☐	D	▽			.166		PROC ANAL	
25. CHAIRMAN REVIEWS 9 EDITS MINUTES	O	◇	☐	D	▽			1		CHAIRMAN, GS-13	
26. CALL CONT SPEC FOR APPVL	O	◇	☐	D	▽			.016		PROC CLERK	
27.	O	◇	☐	D	▽						
28.	O	◇	☐	D	▽						
29. * 80% OF TIME, GS-13 REVIEWS ENTIRE PROCESS	O	◇	☐	D	▽						
30.	O	◇	☐	D	▽						
31.	O	◇	☐	D	▽						
32.	O	◇	☐	D	▽						
33.	O	◇	☐	D	▽						
34.	O	◇	☐	D	▽						
35.	O	◇	☐	D	▽						
36.	O	◇	☐	D	▽						
37.	O	◇	☐	D	▽						
38.	O	◇	☐	D	▽						
39.	O	◇	☐	D	▽						
40.	O	◇	☐	D	▽						
41.	O	◇	☐	D	▽						
42.	O	◇	☐	D	▽						
43.	O	◇	☐	D	▽						
44.	O	◇	☐	D	▽						
45.	O	◇	☐	D	▽						
46.	O	◇	☐	D	▽						
47.	O	◇	☐	D	▽						
48.	O	◇	☐	D	▽						

REVIEW & COMPLIANCE

	GS-5/5 $8.21	GS-9/5 $12.44	GS-12/5 $18.04	GS-13/5 $21.45

Over $500K $10M

Review Solicitation

		3.5 $43.54		

Average Cost = $43.54/Solic. x 1.129 (Personnel Benefits) = $49.16

Over $10M

	GS-5/5	GS-9/5	GS-12/5	GS-13/5
Review Solication & Annotate			20 $360.80	20 $429.00
Brief Board Chairman			1 $18.04	1 $21.45
Chairman Reviews w/ Contract Specialist & Procurement Analyst			2 $36.08	2 $42.90
Board Chairman Reviews Package				6 $128.70
Set-up Board	2.25 $18.47			
Hold Board			1.5 $27.06	1.5 $32.18
(Representatives from GC, PC, PCF, IR, PD, & SMCAR-ES attend board. At least 5 voting members, GS-13)				5 x 1.5 7.5 $160.88
Prepare Minutes from Board Meeting			2 $36.08	2 $42.90
Type Minutes	.375 $3.08			
Proof Minutes			.166 $3.01	.166 $3.56
Board Chairman Reviews & Edits Minutes				1 $21.45
Call Contract Spec for Pick-up	.016 $.13			

NOTE: 20% of the time the GS-13 performs the entire review of the solicitation, this eliminates some reviews required of the GS-13 when the solicitation is reviewed by the GS-12. Calculations to determine a weighted average are shown below.

GS-13 Provides Review:

$$(20 \text{ hr} + 2 \text{ hr} + 1.5 \text{ hr} + 2 \text{ hr} + .16 \text{ hr}) @ \$21.45/\text{hr}$$
$$25.66 \text{ hr} \times \$21.45/\text{hr}$$
$$\$550.41$$

GS-12 Provides Review:

$$(20 \text{ hr} + 1 \text{ hr} + 2 \text{ hr} + 1.5 \text{ hr} + 2 \text{ hr} + .166 \text{ hr}) @ \$18.04/\text{hr}$$
$$+$$
$$(1 \text{ hr} + 2 \text{ hr} + 6 \text{ hr} + 1.5 \text{ hr} + 1 \text{ hr}) @ \$21.45/\text{hr}$$

$$(26.66 \text{ hr} \times \$18.04/\text{hr}) + (11.5 \text{ hr} \times \$21.45/\text{hr})$$
$$\$480.95 + \$246.68$$
$$\$727.63$$

Weighted Average - 20% @ \$550.41, 80% @ \$727.63
$$.20(550.41) + .80(727.63)$$
$$110.08 + 582.10$$
$$\$692.18$$

TOTAL TIME = 36.06 hrs

Average Cost = \$874.74/Solic x 1.129 (Personnel Benefits) = \$987.58

FLOW PROCESS CHART

	1. NUMBER	2. PAGE NO.	3. NO OF PGS
		1	1

4. PROCESS 1090 BIDDERS MAILING LIST

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION SABL AMSMC-PPM-CU

5. SUMMARY

	ACTIONS	b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO	TIME	NO	TIME	NO	TIME
◯	OPERATIONS						
◇	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? WHAT? WHERE? WHEN? WHO? HOW?	E. NOTES PERFORMED BY GS-5	h. ANALYSIS ELIMINATE COMBINE SEQUENCE CH PLACE PERSON IMPROVE
1. REVIEW FOR CORRECT INFO	◯	◇	☐	D	▽			.016			
2. IF NECESSARY, CALL FOR INFO MISSING OR INCOMPLETE	◯	◇	☐	D	▽			.083		10% OF 1080S	
3. ENTER INFO INTO TERMINAL	◯	◇	☐	D	▽			.033			
4. REVIEW	◯	◇	☐	D	▽			.016		CHECKS ENTERED DATA	
5. ENTER CHANGES, I.E. REGISTER CONTRACTOR, BUILD IN NEW	◯	◇	☐	D	▽						
6. CONTRACTOR, CHANGE SOLICITATION #, CHANGE	◯	◇	☐	D	▽			.05 - .166		75% - .05 15% - .108 10% - .166	
7. FROM SMALL TO LARGE R OR LARGE TO SMALL	◯	◇	☐	D	▽						
8. PICK UP LABELS & BIDDERS MAILING LIST	◯	◇	☐	D	▽			.083			
9. SEPARATE 1090S AND LABELS SORT AND MATCH	◯	◇	☐	D	▽			.02		1 HR FOR 15-20 SETS 3.5 MIN/SET	
10. CALL FOR PICKUP	◯	◇	☐	D	▽			.016			
11.	◯	◇	☐	D	▽						
12.	◯	◇	☐	D	▽						
13.	◯	◇	☐	D	▽						
14.	◯	◇	☐	D	▽						
15.	◯	◇	☐	D	▽						
16.	◯	◇	☐	D	▽						
17.	◯	◇	☐	D	▽						
18.	◯	◇	☐	D	▽						
19.	◯	◇	☐	D	▽						
20.	◯	◇	☐	D	▽						
21.	◯	◇	☐	D	▽						

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SABL

GS-5/5
$8.21

Review for correct info,   .90(.016) + .10 (.099) =
  call, if necessary,   .0144 + .0099   =   .0243
  to complete $.20

Enter info. to terminal   .033
  & review   .016
                       .049
                       $.40

Enter changes, additions,   .75(.05) + .15(.108) + .10(.166)
  deletions   .0375 + .0162 + .0166
                           .0703
                            $.58

Pick-up labels & BLM   .083
                       $.68

Separate, sort,   .058
  match labels $.48

Call for pick-up   .016
                       $.13

Time = .3006 hr.
Cost = $2.47/1080 x 1.129 (Personnel Benefits) = $2.79

FLOW PROCESS CHART

	1. NUMBER	2. PAGE NO.	3. NO OF PGS

4. PROCESS POLICY
CONTRACT REVIEW BRD & BUSINESS CLEAR BRD

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION AMCMC-PPR

5. SUMMARY

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO	TIME	NO	TIME	NO	TIME
○	OPERATIONS						
◇	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	b. OPERATION / TRANSPORTATION / INSPECTION / DELAY / STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? (WHAT? WHERE? WHEN? WHO? HOW?)	e. NOTES	h. ANALYSIS ELIMINATE / COMBINE / SEQUENCE / PLACE / PERSON / IMPROVE
1. BUSINESS CLEARANCE BD	○◇☐D▽						
2. REVIEW PROC PKG	○◇☐D▽					GS-12 PROC ANALYST	
3. REVIEW CHAIRMAN (GM-13)	○◇☐D▽						
4. ATTEND BOARD	○◇☐D▽			18			
5. PREPARE MINUTES	○◇☐D▽						
6. REVIEW PROC PKG	○◇☐D▽					GM/GS 15, 14 or 13 Board Chairman	
7. ACT AS MODERATOR	○◇☐D▽			6		↓Ratio: GM 15 - 10% of Boards	
8. ATTEND BOARD AS CHAIRMAN	○◇☐D▽					GM-14 40% of Boards GS-13 50% of Boards	
9. OBTAIN APPROVAL	○◇☐D▽						
10. REPRESENTATIVES FROM	○◇☐D▽						
11. PC PD, GC, PCF & SF ATTEND BOARD. AT	○◇☐D▽			1		GS-12 LEVEL	
12. LEAST 5 VOTING MEMBERS	○◇☐D▽						
13. SET UP BOARD	○◇☐D▽					GS-5 PROC CLERK	
14. - TYPE UP WRITTEN	○◇☐D▽			1.5			
15. - HAND CARRY TO DIR	○◇☐D▽						
16. THIS PROVIDES - ANSWER BM	○◇☐D▽			.5			
17. - SET UP ROOM	○◇☐D▽			.25			
18. TYPE MINUTES	○◇☐D▽			1			
19.	○◇☐D▽						
20.	○◇☐D▽						
21.	○◇☐D▽						

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#	DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION / TRANSPORTATION / INSPECTION / DELAY / STORAGE	DISTANCE IN FEET	QUANTITY	TIME	ANALYSIS WHAT?	NOTES	ANALYSIS HOW?
22.	CONTRACT REVIEW BOARD	○ ⊘ ☐ D ▽						
23.	CONF TO IM, POLICY REV	○ ⊘ ☐ D ▽						
24.	– DESK REVIEW	○ ⊘ ☐ D ▽					GS-12 PROC ANALYST	
25.	– PREPARE INFO	○ ⊘ ☐ D ▽						
26.		○ ⊘ ☐ D ▽						
27.		○ ⊘ ☐ D ▽						
28.		○ ⊘ ☐ D ▽						
29.	OVER IM	○ ⊘ ☐ D ▽						
30.	REVIEW PKG	○ ⊘ ☐ D ▽			2		GS-12 PROC ANALYST	
31.	BOARD CHAIRMAN REVIEW	○ ⊘ ☐ D ▽			1		GM-14 or GS-13 BOARD CHAIRMAN Ratio GM-14 20% GS-13 80%	
32.	SET UP BOARD	○ ⊘ ☐ D ▽					GS-5, PROC CLERK	
33.	– TYPE DF W/ITINERARY	○ ⊘ ☐ D ▽			1.5			
34.	– HANDCARRY TO DIRS	○ ⊘ ☐ D ▽						
35.	– TAKE PHONE CALLS FROM DIRS & ANSW QUESTIONS	○ ⊘ ☐ D ▽			.5			
36.	– SET UP ROOM	○ ⊘ ☐ D ▽			.25			
37.	HOLD BOARD	○ ⊘ ☐ D ▽			1		AVG TIME, CHAIRMAN & PROC ANAL ATTEND	
38.	DEPARTMENT REP SHOW GC, CP, CE QAI,	○ ⊘ ☐ D ▽						
39.	SMCAR-ES, SMUCR-ES, IR, MM, TM, AS, MA	○ ⊘ ☐ D ▽			1			
40.	DS IS, DD, RCF ATTEND BOARD. AT LEAST 5	○ ⊘ ☐ D ▽						
41.	VOTING MEMBERS, GS-12	○ ⊘ ☐ D ▽						
42.	PREPARE MINUTES	○ ⊘ ☐ D ▽			1		PROC ANALYST	
43.	TYPE MINUTES	○ ⊘ ☐ D ▽			.375		PROC CLERK	
44.	OBT SIGNT SHEET FOR FINISH	○ ⊘ ☐ D ▽			.016		PROC CLERK	
45.		○ ⊘ ☐ D ▽						
46.		○ ⊘ ☐ D ▽						
47.		○ ⊘ ☐ D ▽						
48.		○ ⊘ ☐ D ▽						

REVIEW AND COMPLIANCE

	CS-5/5	GS-12/5	CS-13/5	GM-14/5	GM-15/5
	$8.21	$18.04	$21.45	$25.35	$29.82

BUSINESS CLEARANCE BOARD

Review Proc. Package, Advise
  Chairman, Attend Board,
  Prepare Minutes

$$\frac{.18}{\$324.72}$$

Review Proc. Package,
  Act as Moderator,
  Attend Board as Chairman,
  Obtain Approval (GS-13 - 50%,
  GM-14 - 40%, GM-15 - 10%)

Weighted Average:
.5(21.45) + .4(25.35) + .1(29.82)
10.73 + 10.14 + 2.98
23.85
x 6
143.10

(Representatives from PC, PD,
  CG, PCF, and PP Attend Board.
  At Least 5 Voting Members, GS-13)

(5 x 1)
$$\frac{5}{\$107.25}$$

Set-up Board   2.25
Type Minutes   1

$$\frac{3.25}{\$26.68}$$

TOTAL AVG TIME = 26.25 HRS

Avg. Cost = $601.75/Review/Board Action x 1.129 (Personnel Benefits) = $679.38

CONTRACT REVIEW BOARD

Policy Review 500K to 1M

$$\frac{3.}{\$54.12}$$

Avg. Cost = $54.12/Review x 1.129 (Personnel Benefits) = $61.10

OVER 1M

Review Package

$$\frac{2}{\$36.08}$$

Board Chairman Review
(GS-13 - 80%, GM-14 - 20%)

Review

Weighted Average:
.8(21.45) + .2(25.35)
17.16 + 5.07
22.23
x 1
22.23

Set-up Board   2.25

$$\frac{}{\$28.47}$$

Hold Board

$$\frac{1}{\$18.04} \qquad \frac{1}{\$21.45}$$

REVIEW AND COMPLIANCE

	GS-5/5	GS-12/5	GS-13/5	GM-14/5	GM-15/5
	$8.21	$18.04	$21.45	$25.35	$29.82

(Representatives from GS,
CP, SB, QAI, SMCAR-ES,
IR, MM, TM, AS, MA, DS,
IL, PD, and PCF Attend
Board. At Least 5
Voting Members, GS-12)

$$(1 \times 5)$$
$$\underline{5}$$
$$\$90.20$$

Prepare Minutes

$$\underline{1}$$
$$\$18.04$$

Type Minutes   .375
Call Cont. Spec for   .016
   Pick-up   .391
             $3.21

AVG TOTAL TIME = 7.641 HRS

Avg. Cost = $227.72/Review/Board Action x 1.129 (Personnel Benefits) = $257.10

CONTRACT PRICING DIVISION

	GS-5/5 $8.21	GS-9/5 $12.44	GS-11/5 $15.05	GS-12/5 $18.04	GM-13/5 $21.45
PRICE ANALYSIS					
Receive, Review, & Assign					.25 / $5.36
Log & Process Paperwork	.25 / $2.05				
Analyze Requirements & Initiate Request for Tech Analysis		1.5 / $18.66	1.5 / $22.58	1.5 / $27.06	
Type, Proof, Obtain Signature & Mail	.5 / $4.11				
Set Up Computer Program, Input Data, Analyze Bids, Follow-Up Tech. Report, Review Regulations, Evaluate Bids, Write Report, Print Computer Exhibits		32 / $398.08	32 / $481.60	32 / $577.28	
Supervisory Review					1 / $21.45
Type Report	2 / $16.42				
Proof Report		.25 / $3.11	.25 / $3.76	.25 / $4.51	
Log Out	.25 / $2.05				
Prepare Workload Status Sheets & FONECON Forms & Deliver Reports		1 / $12.44	1 / $15.05	1 / $18.04	

TOTAL TIME = 39 HRS

Min. = $483.73/Analysis x 1.129 (Personnel Benefits) = $546.13
Max. = $678.33/Analysis x 1.129 (Personnel Benefits) = $765.83
Avg. = $581.03/Analysis x 1.129 (Personnel Benefits) = $655.98

	GS-5/5 $8.21	GS-9/5 $12.44	GS-11/5 $15.05	GS-12/5 $18.04	GM-13/5 $21.45
COST ANALYSIS					
Receive, Review, & Assign					.25 / $5.36
Log & Process Paperwork	.25 / $2.05				
Analyze Requirements & Initiate Request for FPS or Tech Analysis		2 / $24.88	2 / $30.10	2 / $36.08	
Type FPS or Tech Request, Proof, Obtain Signature, Mail	.5 / $4.11				
Set-up Computer Program, Input Data, Analyze, Follow-up, Review Audit & Tech Reports, Review Regs, Calculate Negotiation Objective, Write Report, Print Computer Exhibits		55 / $684.20	55 / $827.75	55 / $992.20	
Supervisory Review					1 / $21.45
Type Report	4 / $32.84				
Proof Report		.5 / $6.22	.5 / $7.53	.5 / $9.02	
Log-Out	.25 / $2.05				
Prepare Workload Status & FONECON Forms & Deliver Report		1 / $12.44	1 / $15.05	1 / $18.04	
Business Clearance Consultation & Board Attendance		4 / $49.76	4 / $60.20	4 / $72.16	

CONTRACT PRICING DIVISION

	GS-5/5 $8.21	GS-9/5 $12.44	GS-11/5 $15.05	GS-12/5 $18.04	GM-13/5 $21.45
Business Clearance Board					1 / $21.45
Negotiations		16 / $199.04	16 / $240.80	16 / $288.64	

Min. = $1065.85/Analysis x 1.129 (Personnel Benefits) = $1203.34
Max. = $1505.45/Analysis x 1.129 (Personnel Benefits) = $1699.65
Avg. = $1285.65/Analysis x 1.129 (Personnel Benefits) = $1451.50

TECHNICAL ANALYSIS

	GS-5/5	GS-9/5	GS-11/5	GS-12/5	GM-13/5
Pick-up & Sort Mail	.25 / $2.05				
Review Request & Assign					.5 / $10.73
Log-In	.166 / $1.36				
Review Request, Determine Approach & Data Needed, Request Additional Data, On-Site Visit, Evaluate Data & Develop Government Position on Tech Aspects, Write Report			120 / $1806.00	120 / $2164.80	
Review Report					1 / $21.45
Type Report	4 / $32.84				
Review Typed Report & Obtain Signature					.25 / $5.36
Log-Out & Forward to Requestor	.166 / $1.36				

CONTRACT PRICING DIVISION

	GS-5/5	GS-9/5	GS-11/5	GS-12/5	GM-13/5
	$8.21	$12.44	$15.05	$18.04	$21.45
Receive Request for Negotiation Assistance & Notify Analyst					.25 / $5.36
Assist In Negotiation			16 / $240.80	16 / $288.64	

TOTAL TIME = 142.5 HRS

Min. = $2127.31/Analysis x 1.129 (Personnel Benefits) = $2401.73
Max. = $2533.95/Analysis x 1.129 (Personnel Benefits) = $2860.83
Avg. = $2330.63/Analysis x 1.129 (Personnel Benefits) = $2631.28

FLOW PROCESS CHART

1. NUMBER	2. PAGE NO.	3. NO OF PG.
	1	2

4. PROCESS SMALL BUSINESS REVIEW	
6. ☐ MAN OR ☐ MATERIAL	

5. SUMMARY

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO.	TIME	NO.	TIME	NO.	TIME
◯	OPERATIONS						
⬦	TRANSPORTATIONS						
▢	INSPECTIONS						
D	DELAYS						
▽	STORAGES						

7. CHART BEGINS	**8. CHART ENDS**
9. CHARTED BY	**10. DATE**
11. ORGANIZATION HNC.NE-CE	DISTANCE TRAVELLED (Feet)

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	b. OPERATION / TRANSPORTATION / INSPECTION / DELAY / STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? (WHAT? WHERE? WHEN? WHO? HOW?)	g. NOTES	h. ANALYSIS (ELIMINATE / COMBINE / SEQUENCE / PLACE / PERSON / IMPROVE)
1. DR FORM 1877	◯⬦▢D▽						
2. LOG IN & ASSIGN TO SADBUS	◯⬦▢D▽			.092		GS-11	
3. REVIEW INFO, CHECK FOR ERRORS / INCONSISTENCIES	◯⬦▢D▽					GS-11, 12 (1090), 13	
4. CHECK ITEM AGAINST CLASS SET-ASIDE LIST FORCE	◯⬦▢D▽					TOTAL TIME 12a. 2-22 .5352 HR	
5. CHECK ITEM AGAINST CLASS SET-ASIDE LIST FOR 8(a)	◯⬦▢D▽					(WEIGHTED AVG - SEE ATTACHED)	
6. CHECK 8(a), SEARCH LETTER FILE	◯⬦▢D▽						
7. CHECK MANUAL HISTORY FILE	◯⬦▢D▽						
8. - PREVIOUS 1877's - " SUBBLIENS	◯⬦▢D▽						
9. - PRICES / DATES - PAST RESPLASTS FOR	◯⬦▢D▽						
10. SMALL BUS, SDB & 8(a) FIRMS	◯⬦▢D▽						
11. IF NO RESP. CHECK WITH CONTRACT SPEC ON NIIN	◯⬦▢D▽						
12. CHECK SDB's ON BML TO MATCH SIC CODE WITH RQMT	◯⬦▢D▽						
13. IF NECESSARY, REQUEST TDP FOR REVIEW BY TECH ADVISOR	◯⬦▢D▽						
14. IF IN AGREEMENT WITH PROC METHOD, SIGN & DATE 1877 RETURN TO ADMIN	◯⬦▢D▽						
15. IF NOT IN AGREEMENT	◯⬦▢D▽						
16. - WHEN RECOMMENDING TECH, SIGN & DATE, ATTACH SBSA RECOMMENDATION AND	◯⬦▢D▽						
17. RETURN TO ADMIN - WHEN RECOMMENDING SDBSA	◯⬦▢D▽						
18. MAKE COPIES FOR TECH FILE & RETURN TO ADMIN UNSIGNED	◯⬦▢D▽						
19. SAME AS ABOVE FOR 8(a) RECOMMENDATION	◯⬦▢D▽						
20. - RECEIVE BID's CONCURRENCE, NONCONCURRENCE, LOG-IN BY ADMIN	◯⬦▢D▽						
21. - ORIGINAL SADBUS SIGNS/DATES OR NOTES, PCO & SEND TO TECH / AGREEMENT	◯⬦▢D▽						

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DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	DISTANCE FEET	QUANTITY	TIME	ANALYSIS WHY?					NOTES	ANALYSIS ON				
22. LOG-OUT FILE / COPY IN -SE HISTORY, FILE SUB 201, TO ORIG RETURNED TO -70	O	◇	☐	D	▽			.042 .016						LOG-OUT, GS-11 FILE, GS-3					
23.	O	◇	☐	D	▽														
24. CORRECTIONS TO 1877	O	◇	☐	D	▽			.125						GS-11 & 13 10% OF TIME					
25.	O	◇	☐	D	▽														
26. SUBCONTRACTING PLAN	O	◇	☐	D	▽														
27. REVIEW	O	◇	☐	D	▽									GS-7					
28. PREPARE OF DRAWINGS RECOMMENDATIONS	O	◇	☐	D	▽			.333											
29.	O	◇	☐	D	▽														
30. REQUEST FROM PLAN	O	◇	☐	D	▽														
31. FINAL	O	◇	☐	D	▽			.2						GS-13					
32.	O	◇	☐	D	▽														
33.	O	◇	☐	D	▽														
34.	O	◇	☐	D	▽														
35.	O	◇	☐	D	▽														
36.	O	◇	☐	D	▽														
37.	O	◇	☐	D	▽														
38.	O	◇	☐	D	▽														
39.	O	◇	☐	D	▽														
40.	O	◇	☐	D	▽														
41.	O	◇	☐	D	▽														
42.	O	◇	☐	D	▽														
43.	O	◇	☐	D	▽														
44.	O	◇	☐	D	▽														
45.	O	◇	☐	D	▽														
46.	O	◇	☐	D	▽														
47.	O	◇	☐	D	▽														
48.	O	◇	☐	D	▽														

SMALL BUSINESS

	GS-3/5 $6.54	GS-7/5 $10.17	GS-11/5 $15.05	GS-12/5 $18.04	GS-13/5 $21.45

DA FORM 1877

Log-in & Assign
  to SADBUS

$$\frac{.042}{\$.63}$$

Process & Review 1877
  -Correct 10%**

	(.5352*)	(.5352*)	(.5352*)
	.548	.548	.548
	$8.25	$9.89	$11.75

Log-out

$$\frac{.042}{\$.63}$$

File

$$\frac{.016}{\$.10}$$

*Weighted Average – 35% @ .0833 hr., 45% @ .458 hr., 20% @ 1.5 hr.

$$.35(.0833) + .45(.458) + .20(1.5)$$
$$.0291 + .2061 + .3$$
$$.5352$$

**Add-on for Corrections
      Weighted Average – 90% @ .5352 hr., 10% @ .6602 hr.

$$.90(.5352) + .10(.6602)$$
$$.482 + .066$$
$$.548$$

TOTAL TIME = .648

Min. = $9.61/1877 x 1.129 (Personnel Benefits) = $10.85
Max. = $13.11/1877 x 1.129 (Personnel Benefits) = $14.80
Ave. – $11.36/1877 x 1.129 (Personnel Benefits) = $12.83

SUBCONTRACTING PLAN

Review & Make
  Recommendations

$$\frac{.333}{\$3.32}$$

Average Cost = $3.39/SUB. PLAN x 1.129 (Personnel Benefits) = $3.82

ACQUISITION PLAN

Review

$$\frac{2}{\$42.90}$$

Average Cost = #42.90/ACQ. PLAN x 1.129 (Personnel Benefits) = $48.43

FLOW PROCESS CHART

	1 NUMBER	2 PAGE NO	3 NO OF PGS
		1	2

4. PROCESS				
LEGAL REVIEWS IN PROC PROCESS				

5. SUMMARY

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO.	TIME	NO.	TIME	NO.	TIME
○	OPERATIONS						
⬦	TRANSPORTATIONS						
☐	INSPECTIONS						
D	DELAYS						
▽	STORAGES						

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS	8. CHART ENDS

9. CHARTED BY	10. DATE

11. ORGANIZATION AMSMC-GC (R)

DISTANCE TRAVELLED (Feet)

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	b. OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? WHAT? WHERE? WHEN? WHO? HOW?	g. NOTES	h. ANALYSIS ELIMINATE COMBINE SEQUENCE CH PLACE PERSON IMPROVE
1. ACQUISITION PLAN	○	⬦	☐	D	▽					IF GOING TO SARDA	
2. ATTORNEY REVIEW	○	⬦	☐	D	▽			1.5		GS-13	
3. SR ATTORNEY REVIEW	○	⬦	☐	D	▽			.25		GS-14	
4. DIV CHIEF REVIEW/SIGN	○	⬦	☐	D	▽			.25		GM-15	
5.	○	⬦	☐	D	▽						
6. JUSTIFICATION & APPROVAL	○	⬦	☐	D	▽					SOLE SOURCE & RESTRIC	
7. ATTORNEY REVIEW	○	⬦	☐	D	▽			.75		GS-13	
8. SR ATTORNEY REVIEW	○	⬦	☐	D	▽			.083		GS-14	
9. DIV CHIEF REVIEW	○	⬦	☐	D	▽			.083		GM-15	
10. CHIEF COUNSEL REVIEW	○	⬦	☐	D	▽			.083		SES	
11.	○	⬦	☐	D	▽						
12. SOLICITATION	○	⬦	☐	D	▽					ONLY OVER 100K	
13. ATTORNEY REVIEW	○	⬦	☐	D	▽			1		GS-13	
14. REVIEW CHANGES	○	⬦	☐	D	▽			.25		15%	
15.	○	⬦	☐	D	▽						
16. IOC	○	⬦	☐	D	▽						
17. ATTORNEY REVIEW	○	⬦	☐	D	▽			.25		GS-13	
18.	○	⬦	☐	D	▽						
19. LET TO AWARD TO DEL K	○	⬦	☐	D	▽						
20. ATTORNEY REVIEW	○	⬦	☐	D	▽			.25		GS-13	
21. SR ATTORNEY REVIEW	○	⬦	☐	D	▽			.083		GS-14	

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DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	OPERATION	TRANSPORTATION	INSPECTION	DELAY	STORAGE	DISTANCE IN FEET	QUANTITY	TIME	ANALYSIS (WHAT/WHERE/WHEN/WHO/HOW)					NOTES	ANALYSIS (ELIMINATE/COMBINE/SEQUENCE/PLACE/PERSON)				
22. DIVISION CHIEF	○	◇	□	D	▽			.063						GM-15					
23. CHIEF COUNSEL	○	◇	□	D	▽			.063						SES					
24.	○	◇	□	D	▽														
25.	○	◇	□	D	▽														
26.	○	◇	□	D	▽														
27.	○	◇	□	D	▽														
28.	○	◇	□	D	▽														
29.	○	◇	□	D	▽														
30.	○	◇	□	D	▽														
31.	○	◇	□	D	▽														
32.	○	◇	□	D	▽														
33.	○	◇	□	D	▽														
34.	○	◇	□	D	▽														
35.	○	◇	□	D	▽														
36.	○	◇	□	D	▽														
37.	○	◇	□	D	▽														
38.	○	◇	□	D	▽														
39.	○	◇	□	D	▽														
40.	○	◇	□	D	▽														
41.	○	◇	□	D	▽														
42.	○	◇	□	D	▽														
43.	○	◇	□	D	▽														
44.	○	◇	□	D	▽														
45.	○	◇	□	D	▽														
46.	○	◇	□	D	▽														
47.	○	◇	□	D	▽														
48.	○	◇	□	D	▽														

FLOW PROCESS CHART

	1. NUMBER	2. PAGE NO	3. NO OF PGS

4. PROCESS

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION AMSMC-GC (R)

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	b. OPERATION / TRANSPORTATION / INSPECTION / DELAY / STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? WHAT? WHERE? WHEN? WHO? HOW?	g. NOTES	h. ANALYSIS ELIMINATE / COMBINE / SEQUENCE / PLACE / PERSON / IMPROVE
1. DETERMINATION NOT TO APPEAL COC	○ ⊃ ☐ D ▽						
2. ATTORNEY REVIEW	○ ⊃ ☐ D ▽			.75		GS-13	
3. SR. ATTORNEY REVIEW	○ ⊃ ☐ D ▽			.083		GS-14	
4. DIV CHIEF REVIEW	○ ⊃ ☐ D ▽			.083		GM-15	
5. CHIEF COUNSEL REVIEW	○ ⊃ ☐ D ▽			.083		SES	
6.	○ ⊃ ☐ D ▽						
7. REVIEW CEILING PRICE APPROV	○ ⊃ ☐ D ▽						
8. ATTORNEY REVIEW	○ ⊃ ☐ D ▽			.75		GS-13	
9. SR ATTORNEY REVIEW	○ ⊃ ☐ D ▽			.083		GS-14	
10. DIV CHIEF REVIEW	○ ⊃ ☐ D ▽			.083		GM-15	
11. CHIEF COUNSEL REVIEW	○ ⊃ ☐ D ▽			.083		SES	
12.	○ ⊃ ☐ D ▽						
13.	○ ⊃ ☐ D ▽						
14.	○ ⊃ ☐ D ▽						
15.	○ ⊃ ☐ D ▽						
16.	○ ⊃ ☐ D ▽						
17.	○ ⊃ ☐ D ▽						
18.	○ ⊃ ☐ D ▽						
19.	○ ⊃ ☐ D ▽						
20.	○ ⊃ ☐ D ▽						
21.	○ ⊃ ☐ D ▽						

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LEGAL REVIEWS

	GS-13/5 $21.45	GS-14/5 $25.35	GM-15/5 $29.82	SES $34.60
Acquisition Plan	$\frac{1.5}{32.18}$	$\frac{.25}{6.34}$	$\frac{.25}{7.46}$	

Total – $45.98 x 1.129 (Personnel Benefits) = $51.91

J & A	$\frac{.75}{16.09}$	$\frac{.083}{2.10}$	$\frac{.083}{2.48}$	$\frac{.083}{2.87}$

Total – $23.54 x 1.129 (Personnel Benefits) = $26.58

Solicitation
$$1(.85) + 1.25(.15)$$
$$.85 \times .1875$$
$$\frac{1.04}{\$22.31}$$

Total – $22.31 x 1.129 (Personnel Benefits) = $25.19

COC	$\frac{.25}{5.36}$			

Total – $5.36 x 1.129 (Personnel Benefits) = $6.05

Det. to Award to Delinquent Cont.	$\frac{.75}{16.09}$	$\frac{.083}{2.10}$	$\frac{.083}{2.48}$	$\frac{.083}{2.87}$

Total – $23.54 x 1.129 (Personnel Benefits) = $26.58

Determination not to appeal COC	$\frac{.75}{16.09}$	$\frac{.083}{2.10}$	$\frac{.083}{2.48}$	$\frac{.083}{2.87}$

Total – $23.54 x 1.129 (Personnel Benefits) = $26.58

Review Ceiling Price Approval	$\frac{.75}{16.09}$	$\frac{.083}{2.10}$	$\frac{.083}{2.48}$	$\frac{.083}{2.87}$

Total – $23.54 x 1.129 (Personnel Benefits) = $26.58

FLOW PROCESS CHART

	1. NUMBER	2. PAGE NO.	3. NO OF PG.
		1	1

4. PROCESS
TRANSPORTATION REV IN PROC PROCESS

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS

8. CHART ENDS

9. CHARTED BY

10. DATE

11. ORGANIZATION
AMSMC-TMP

5. SUMMARY

8. ACTIONS	b. PRESENT		c. PROPOSED		d. DIFFERENCE	
	NO.	TIME	NO.	TIME	NO.	TIME
◯ OPERATIONS						
⟳ TRANSPORTATIONS						
☐ INSPECTIONS						
D DELAYS						
▽ STORAGES						
DISTANCE TRAVELLED (Feet)						

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	b. OPERATION / TRANSPORTATION / INSPECTION / DELAY / STORAGE	c. DISTANCE IN FEET	d. QUANTITY	e. TIME	f. ANALYSIS WHY? (WHAT? WHERE? WHEN? WHO? HOW?)	g. NOTES	h. ANALYSIS (ELIMINATE / COMBINE / SEQUENCE / PLACE / PERSON / IMPROVE)
1. AMSMC-1642 / DD 1653 REQUEST TRAILER INPUT	◯ ⟳ ☐ D ▽						
2. REVIEW AP FOR SECURITY, HAZARDOUS MATERIAL	◯ ⟳ ☐ D ▽					GS-9, 11, OR 12	
3. DETERMINE FOB DELIVERY TERMS	◯ ⟳ ☐ D ▽			.63		,, ,,	
4. REVIEW MIPR & FDT DATA	◯ ⟳ ☐ D ▽					,, ,,	
5. ENTER FAR / PADDS CLAUSES	◯ ⟳ ☐ D ▽					,, ,,	
6. ADD EXCEPTIONS / DATA-FILLS	◯ ⟳ ☐ D ▽						
7. TRANSP EVALUATION	◯ ⟳ ☐ D ▽					FOR ORIGIN & DEST	
8. REVIEW FOR COMPLETE & CORRECT INFO	◯ ⟳ ☐ D ▽					GS-9, 11, OR 12	
9. PREPARE WORKSHEETS FOR COST CALCULATIONS	◯ ⟳ ☐ D ▽						
10. PREPARE REQUEST FOR RATE INFO	◯ ⟳ ☐ D ▽						
11. WORK UP COST ON WORK SHEETS	◯ ⟳ ☐ D ▽			15.043		WEIGHTED AVERAGE	
12. CHECKED BY ANOTHER TECHNICIAN	◯ ⟳ ☐ D ▽						
13. PREPARE CMT'S	◯ ⟳ ☐ D ▽						
14. BRANCH CHIEF SIGNS	◯ ⟳ ☐ D ▽						
15. CALL FOR PICKUP	◯ ⟳ ☐ D ▽						
16.	◯ ⟳ ☐ D ▽						
17.	◯ ⟳ ☐ D ▽						
18.	◯ ⟳ ☐ D ▽						
19.	◯ ⟳ ☐ D ▽						
20.	◯ ⟳ ☐ D ▽						
21.	◯ ⟳ ☐ D ▽						

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TRANSPORTATION

	GS-9/5 $12.44	GS-11/5 $15.05	GS-12/5 $18.04
Process AMSMC-1649 Form	.63 $7.84	.63 $9.48	.63 $11.37
Perform Transportation Evaluation after bids are received	15.043* $187.13	15.043* $226.40	15.043* $271.38

Average Time = 15.637 hrs

Min. = $194.97/PWD x 1.129 (Personnel Benefits) = $220.12
Max. = $282.75/PWD x 1.129 (Personnel Benefits) = $319.22
Avg. = $238.86/PWD x 1.129 (Personnel Benefits) = $269.67

*Weighted Average - 50% @ 6.086 hr, 25% @ 16 hr, 25% @ 32 hr
.50(6.086) + .25(16) + .25(32)
3.043 + 4 + 8
15.043

FLOW PROCESS CHART

4. PROCESS   INCOMING POSTS

6. ☐ MAN OR ☐ MATERIAL

7. CHART BEGINS   **8. CHART ENDS**

9. CHARTED BY   **10. DATE**

11. ORGANIZATION   AMSMC-RCA

5. SUMMARY

a. ACTIONS		b. PRESENT		c. PROPOSED		d. DIFFERENCE	
		NO.	TIME	NO.	TIME	NO.	TIME
○	OPERATIONS						
⇨	TRANSPORTATIONS						
☐	INSPECTIONS						
ⅅ	DELAYS						
▽	STORAGES						
DISTANCE TRAVELLED (Feet)							

12a. DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD

#	Details	Operation / Transportation / Inspection / Delay / Storage	c. Distance in feet	d. Quantity	e. Time	f. Analysis (Why? What/Where/When/Who/How)	g. NOTES	h. Analysis (Eliminate/Combine/Sequence/Place/Person/Improve)
1.	PICK UP COURTESY COPIES. SORT BY BRANCH PULLING	○ ⇨ ☐ ⅅ ▽					PROC CLERK, GS-5	
2.	ALL OIS AND ANY PRON NOT IN - PCA PROC POINT	○ ⇨ ☐ ⅅ ▽		.0125			AVG 20 DAY, 15 MIN	
3.	GO TO - CPR TO PICK UP PWDS/PRI	○ ⇨ ☐ ⅅ ▽			.0033		AVG 25/DAY, 5 MIN	
4.	SORT PRONS BY BRANCH	○ ⇨ ☐ ⅅ ▽			.0033		AVG 25/DAY, 5 MIN	
5.	LOG-IN BY BRANCH/FUNDED/ NO COST/UNFUNDED	○ ⇨ ☐ ⅅ ▽			.0208		AVG 5/DAY/BRANCH - 10 MIN/BRANCH	
6.	HANDCARRY TO BRANCHES	○ ⇨ ☐ ⅅ ▽			.0477		5 MIN/6 BRANCHES	
7.	LOG PRONS ON PASS SHEET CHECK MILESTONE CODE.	○ ⇨ ☐ ⅅ ▽					5 MIN/10 PRONS	
8.	IF CODE 1 DROPPED, DROP PASS TO BRANCH CHIEF	○ ⇨ ☐ ⅅ ▽		.0333				
9.		○ ⇨ ☐ ⅅ ▽						
10.	RECEIVE PASS @ BRANCH LEVEL	○ ⇨ ☐ ⅅ ▽					PROC CLERK/PROCUREMENT GS-4	
11.	SORT BY OI OR AMEND, $ AND QTY CHANGE, SECTION	○ ⇨ ☐ ⅅ ▽			.0312		AVG 8 PRONS, 15 MIN	
12.	FOR OI PRONS:	○ ⇨ ☐ ⅅ ▽					APPROX 90%	
13.	PULL & COMPLETE LINE ITEM ACCOUNTING REGISTER	○ ⇨ ☐ ⅅ ▽			.05			
14.	COMPLETE APPLE SHEET	○ ⇨ ☐ ⅅ ▽			.05			
15.	COMPLETE PASS SHEET	○ ⇨ ☐ ⅅ ▽			.033			
16.	LOG IN RECEIPT BOOK	○ ⇨ ☐ ⅅ ▽			.016			
17.	SEPARATE COPIES, DATE STAMP & ATTACH PASS AND APPLE SHEET	○ ⇨ ☐ ⅅ ▽			.066			
18.	ATTACH ORIG PRON TO LIAR	○ ⇨ ☐ ⅅ ▽			.016			
19.	HAND CARRY TO BUYER/ SECTION CHIEF	○ ⇨ ☐ ⅅ ▽			.016			
20.	FOR AMENDMENTS	○ ⇨ ☐ ⅅ ▽					APPROX 80%	
21.	PULL & UPDATE LINE ITEM ACCOUNTING REGISTER	○ ⇨ ☐ ⅅ ▽			.05			

DD FORM 1 SEP 76 1723

	DETAILS OF ☐ PRESENT ☐ PROPOSED METHOD	Operation / Transportation / Inspection / Delay / Storage	Distance Feet	Quantity	Time	ANALYSIS WHY?	NOTES	ANALYSIS
22.	ANNOTATE Z-REPORT FOR $/QTY CHANGES	O ◇ ☐ D ▽			.016		80 %	
23.	IF $ CHANGE, LOG IN RECEIPT BOOK	O ◇ ☐ D ▽			.016		20 %	
24.	HANDCARRY TO BUYER/ SECTION CHIEF	O ◇ ☐ D ▽			.016			
25.		O ◇ ☐ D ▽						
26.	ON A WEEKLY BASIS:	O ◇ ☐ D ▽					PROC CLERK - BOOKKEEPER GS-04	
27.	CHECK STATUS OF APPLE SHEETS	O ◇ ☐ D ▽			.008		20 MIN/WK/40 PRONS AVG	
28.	INPUT PASS INFO INTO COMPUTER	O ◇ ☐ D ▽			.033		2 MIN/PRON/WK	
29.	FILL OUT PASS & ENTER INTO SYSTEM	O ◇ ☐ D ▽			.12		3 HR/WK/25 PRONS AVG	
30.	UPDATE Z REPORT	O ◇ ☐ D ▽			.04		8 HR/WK/162 PRONS AVG	
31.	INPUT CHANGES TO Z-REPORT	O ◇ ☐ D ▽			.018		3 HR/WK/162 PRONS AVG	
32.	ARRANGE PRONS IN ORDER FOR FILE	O ◇ ☐ D ▽			.008		20 MIN/WK/40 PRONS AVG	
33.		O ◇ ☐ D ▽						
34.		O ◇ ☐ D ▽						
35.		O ◇ ☐ D ▽						
36.		O ◇ ☐ D ▽						
37.		O ◇ ☐ D ▽						
38.		O ◇ ☐ D ▽						
39.		O ◇ ☐ D ▽						
40.		O ◇ ☐ D ▽						
41.		O ◇ ☐ D ▽						
42.		O ◇ ☐ D ▽						
43.		O ◇ ☐ D ▽						
44.		O ◇ ☐ D ▽						
45.		O ◇ ☐ D ▽						
46.		O ◇ ☐ D ▽						
47.		O ◇ ☐ D ▽						
48.		O ◇ ☐ D ▽						

AMMUNITION DIVISION

	GS-4/5 $7.34	GS-5/5 $8.21

INCOMING 1095

Pick-up Courtesy Copies, Sort by Branch & 01		.0125 $.10

Pick-up PWDs/PPI From CPP		.0033 $.03

Sort by Branch,		.0033
Log-in		.0208
Handcarry		.0277
		.0815
		$.67

Log PRON on Pass Sheet, Check Milestone Code, Drop PASS to Branch Chief as Appropriate		.0333 $.27

Receive at Branch Level, Sort by 01, Amend, $ and Quantity Change, Section	.0312	

For 01 PRONs:

Pull & Complete Line Item Register	.05 $.37	

Complete Apple Sheet &	.05	
PASS Sheet	.033	
Log-in Receipt Book	.016	
	.099	
	$.73	

Seperate Copies, Date Stamp & Attach PASS & Apple Sheet	.066 $.48	

Attach Original PRON to LIAR	.016	
Handcarry	.016	
	.032	
	$.23	

TOTAL TIME FOR 01: .247 hr/PRON
TOTAL COST FOR 01: $1.81/PRON

AMMUNITION DIVISION

	GS-4/5	GS-5/5
	$7.34	$8.21

FOR AMENDMENTS:

Pull & Update LIAR   .05
  Handcarry   .016
                                                      ‾‾‾‾
                                                       .066

*On 80% of Amendments, Annotate   .016
  Z-Report for $ or Quantity Changes   *Weighted Average
                                               .70(.016) + .30(.016 + .016)
*-$ Changes Logged in Receipt Book   .016   .0112 + .30 (.032)
  (30% are $ Changes)   .0112 + .0096
                                                           .0208
                                                          ‾‾‾‾‾

               .20(.066) + .80(.066 + .0208)
                   .0132 + .80(.0868)
                   .0132 + .0694
                       .0826 Weighted Average
                      ‾‾‾‾‾
                      $.61

            TOTAL TIME FOR AMEND.: .0826 hr/PRON
            TOTAL COST FOR AMEND.: $.61

Check Status of Apple Sheets   .008
  Input PASS into Computer   .033
  Fill out PASS & Enter into System   .12
  Update Z-Report   .049
  Input Changes to Z-Report   .018
  Arrange PRONs in Order for File   .008
                                                      ‾‾‾‾
                                                       .236

Calculations for GS-4/5 Processing Cost

20% - .0312 + .247(01 PRON) + .236
                .5142

80% - .03412 + .0826 (Amendment) + .236
                .3498

               .20(.5142) + .80(.3498)
                   .1028 + .2798
                       .3826

               .3826 x $7.34 = $2.81

               TOTAL TIME = .5132 hr.

Avg. Cost = $3.88/PRON x 1.129 (Personnel Benefits) = $4.38

AMMUNITION DIVISION
FULL AND OPEN

	GS-4/5 $7.34	GS-12/5 $18.04	GS-13/5 $21.45

PROCUREMENT METHOD

$$\frac{.98}{\$17.67}$$

Cost = $17.67/PWD x 1.129 (Personnel Benefits) = $19.95

REVIEW PPI/TDP

$$\frac{1.28}{\$23.09}$$

Cost = $23.09/PWD x 1.129 (Personnel Benefits) = $26.07

ORDER TECH DATA

$$\frac{.254}{\$4.58}$$

Typing

$$\frac{.25}{\$1.84}$$

Cost = $6.42/PWD x 1.129 (Personnel Benefits) = $7.25

ACQUISITION PLAN
Local

$$\frac{.5}{\$9.02}$$

Typing

$$\frac{1}{\$7.34}$$

PCO Review

$$\frac{4.5}{\$96.53}$$

Cost = $112.89/PWD x 1.129 (Personnel Benefits) = $127.45

PROCUREMENT PLAN

$$\frac{.5}{\$9.02}$$

Cost = $9.02/PWD x 1.129 (Personnel Benefits) = $10.18

BIDDERS MAILING LIST

$$\frac{.21}{\$3.79}$$

PCO Review

$$\frac{.5}{\$10.73}$$

*Add on to add bidders

$$\frac{.1458}{\$2.63}$$

Cost = $14.52/PWD x 1.129 (Personnel Benefits) = $16.39
Add-on Cost = $2.63/PWD x 1.129 (Personnel Benefits) = $2.97

TRANSPORTATION

$$\frac{.312}{\$5.63}$$

Typing

$$\frac{.2777}{\$2.04}$$

Cost = $7.67/PWD x 1.129 (Personnel Benefits) = $8.66

| | GS-4/5 | GS-12/5 | GS-13/5 |
| | $7.34 | $18.04 | $21.45 |

1877   .6666
                                                 $12.03

    Typing   .2777
                                                 $2.04

    PCO Review   .25
                                                                  $5.36

        Cost = $19.43/PWD x 1.129 (Personnel Benefits) = $21.94

SYNOPSIS   .225
                                                 $.25

    Typing   .3917
                                                 $2.88

    PCO Review   .25
                                                                  $5.36

        Cost = $8.49/PWD x 1.129 (Personnel Benefits) = $9.59

SUMMARY OF PROPOSED PROCUREMENT   1.104
                                                 $19.92

        Cost = $19.92/PKG x 1.129 (Personnel Benefits) = $22.49

JUSTIFICATION FOR OPTION   .35
                                                 $6.31

    PCO Review   .5
                                                                  $10.73

        Cost = $17.04/PWD x 1.129 (Personnel Benefits) = $19.24

TRANSPORTATION EVALUATION   2.85
                                                 $51.41

    PCO Review   .5
                                                                  $10.73

        Cost = $62.14/PWD x 1.129 (Personnel Benefits) = $70.16

PREAWARD SURVEY   .74
                                                 $13.35

    Typing Request   .4722
                                                 $3.47

    PCO Review   .25
                                                                  $5.36

        Cost = $22.18/PWD x 1.129 (Personnel Benefits) = $25.04

	GS-4/5 $7.34	GS-12/5 $18.04	GS-13/5 $21.45
COC			
Typing	.2221 / $1.63	9.72 / $175.35	
PCO Review			.25 / $5.36

Cost = $182.34 x 1.129 (Personnel Benefits) = $205.86

BID OPENING		1.31 / $23.63	

Cost = $23.63 x 1.129 (Personnel Benefits) = $26.68

WAIVER OF FAT	.2221 / $1.63	.2167 / $3.91	
PCO Review			.25 / $5.36

Cost = $5.45/ACTION x 1.129 (Personnel Benefits) = $12.31

EEO CLEARANCE	.3888 / $2.85	.5104 / $9.21	
PCO Review			.25 / $5.36

Cost = $17.42/ACTION x 1.129 (Personnel Benefits) = $19.67

SUBCONTRACTING PLAN	.2221 / $1.63	.5104 / $8.04	
PCO Review			.25 / $5.36

Cost = $15.03/ACTION x 1.129 (Personnel Benefits) = $16.97

SOLICITATION		22.635 / $408.34	
PCO Review			1.5 / $32.18
PCO Participation in Board** (Over $15M)			1.25 / $26.81**
*Changes	.2222 / $1.63*		

*At least one change is usually made. Cost includes basic solicitation preparation and one change. See add-on below for additional changes.

	GS-4/5	GS-12/5	GS-13/5
	$7.34	$18.04	$21.45

Cost = $442.15/SOL x 1.129 (Personnel Benefits) = $499.19
Add-on Cost = $1.63/CHANGE x 1.129 (Personnel Benefits) = $1.84
**Cost if over $15M = $468.96/SOL w/BOARD x 1.129 (Personnel Benefits) = $529.46

REQUEST FOR PRICE ANALYSIS

	.1944	.7625	
	$1.43	$13.80	

PCO Review

			.166
			$3.56

Cost = $18.79/REQ x 1.129 (Personnel Benefits) = $21.21

DETERMINATION TO AWARD TO
DELINQUENT CONTRACTOR

	.6666	.792	
	$4.89	$14.29	

POC Review

			.25
			$5.36

Cost = $24.54/ACTION x 1.129 (Personnel Benefits) = $27.71

BUSINESS CLEARANCE MEMO & BOARD

		3.638	
		$65.63	

Typing

	1.195		
	$8.77		

PCO Review

			1
			$21.45

Cost = $95.85/BCM x 1.129 (Personnel Benefits) = $108.21

DETERMINATION OF RESPONSIBILITY

		.305	
		$5.50	

PCO Review

			.25
			$5.36

Cost = $10.86/ACTION x 1.129 (Personnel Benefits) = $12.26

	GS-4/5	GS-12/5	GS-13/5
	$7.34	$18.04	$21.45

*NOTE: A restricted procurement consists of the same steps and times as a full and open procurement with the addition of the Justification and Approval (J&A).

J & A   15.35
                                                          ─────────
                                                          $276.91

    Typing   1.33
                                                      ────────
                                                      $9.76

    PCO Review   1.5
                                                                             ────────
                                                                             $32.18

$$Cost = \$318.85/J\&A \times 1.129 \text{ (Personnel Benefits)} = \underline{\$359.98}$$

AMMUNITION DIVISION
SOLE SOURCE

	GS-4/5 $7.34	GS-12/5 $18.04	GS-13/5 $21.45
REVIEW PPI/TDP		2.125 $38.34	

Cost = $38.34/Review x 1.129 (Personnel Benefits) = $43.29

ORDER TECH DATA		.362 $6.53
Typing	.25 $1.84	

Cost = $8.37/Order x 1.129 (Personnel Benefits) = $9.45

ACQUISITION PLAN

Local		2.25 $40.59	
*SARDA		22 $396.88*	
Typing	1 $7.34		
PCO Review			4.5 $96.53

   Local Cost = $144.46/Acq. Plan x 1.129 (Personnel Benefits) = $163.10
   *SARDA Cost = $500.75/Acq. Plan x 1.129 (Personnel Benefits) = $565.35

PROCUREMENT PLAN		3 $54.12

Cost = $54.12/Plan x 1.129 (Personnel Benefits) = $61.10

JUSTIFICATION AND APPROVAL

		40 $721.60	
JUSTIFICATION AND APPROVAL		40 $721.60	
-SARDA*		62 $1118.48*	
Typing	1.33 $9.76		
PCO Review			1.5 $32.18

      Cost = $763.54/J&A x 1.129 (Personnel Benefits) = $862.04
   SARDA Cost = $1160.42/J&A x 1.129 (Personnel Benefits) = $1310.11*

	GS-4/5	GS-12/5	GS-13/5
	$7.34	$18.04	$21.45

BIDDERS MAILING LIST

.25
$4.51

  PCO Review

.5
$10.73

Cost = $15.24 x 1.129 (Personnel Benefits) = $17.21

1877

.875
$15.79

  Typing

.2777
$2.04

  PCO Review

.25
$5.36

Cost = $23.19/1877 x 1.129 (Personnel Benefits) = $26.18

SYNOPSIS

.417
$7.52

  Typing

.3917
$2.88

  PCO Review

.25
$5.36

Cost = $15.76/Synopsis x 1.129 (Personnel Benefits) = $17.79

SUMMARY OF PROP PROCUREMENT

.563
$10.16

Cost = $10.16/Summ x 1.129 (Personnel Benefits) = $11.47

JUSTIFICATION FOR OPTION

.417
$7.52

  PCO Review

.5
$10.73

Cost = $18.25/Just x 1.129 (Personnel Benefits) = $20.60

TRANSPORTATION EVALUATION

.888
$16.02

  PCO Review

.5
$10.73

Cost = $26.75/Eval x 1.129 (Personnel Benefits) = $30.20

	GS-4/5	GS-12/5	GS-13/5
	$7.34	$18.04	$21.45

PREAWARD SURVEY

$$\frac{3}{\$54.12}$$ (GS-12/5)

Typing

$$\frac{.4722}{\$3.47}$$ (GS-4/5)

PCO Review

$$\frac{.25}{\$5.36}$$ (GS-13/5)

Cost = $62.95/Req x 1.129 (Personnel Benefits) = $71.07

COC

$$\frac{9.666}{\$174.37}$$ (GS-12/5)

Typing

$$\frac{.2221}{\$1.63}$$ (GS-4/5)

PCO Review

$$\frac{.25}{\$5.36}$$ (GS-13/5)

Cost = $181.36/COC x 1.129 (Personnel Benefits) = $204.76

BID OPENING

$$\frac{.573}{\$10.34}$$ (GS-12/5)

Cost = $10.34/Action x 1.129 (Personnel Benefits) = $11.67

$5.36

WAIVER OF FAT

$$\frac{.354}{\$6.39}$$ (GS-12/5)

Typing

$$\frac{.2221}{\$1.63}$$ (GS-4/5)

PCO Review

$$\frac{.25}{\$5.36}$$ (GS-13/5)

Cost = $13.38/Waiver x 1.129 (Personnel Benefits) = $15.11

EEO CLEARANCE

$$\frac{.583}{\$10.52}$$ (GS-12/5)

Typing

$$\frac{.3888}{\$2.85}$$ (GS-4/5)

PCO Review

$$\frac{.25}{\$5.36}$$ (GS-13/5)

Cost = $18.73/Clearance x 1.129 (Personnel Benefits) = $21.15

	GS-4/5	GS-12/5	GS-13/5
	$7.34	$18.04	$21.45

SUBCONTRACTING PLAN

$$\frac{1.14}{\$20.57}$$

PCO Review

$$\frac{.25}{\$5.36}$$

$$\text{Cost} = \$27.56/\text{Plan} \times 1.129 \text{ (Personnel Benefits)} = \underline{\$31.12}$$

SOLICITATION

$$\frac{38}{\$685.52}$$

PCO Review

$$\frac{1.5}{\$32.18}$$

PCO Participation in Board**
  (Over $15M)

$$\frac{1.25}{\$26.81**}$$

*Changes

$$\frac{.2222}{\$1.63*}$$

*At least one change is usually made. Cost includes basic solicitation preparation and one change. See add-on below for additional changes.

$$\text{Cost} = \$719.33/\text{Sol} \times 1.129 \text{ (Personnel Benefits)} = \underline{\$812.12}$$
$$\text{*Add-on Cost} = \$1.63/\text{Change} \times 1.129 \text{ (Personnel Benefits)} = \underline{\$1.84}*$$
**Cost if over $15M = $746.14/Sol w/Board x 1.129 (Personnel Benefits) = $\underline{\$842.39}$

REQUEST FOR PRICE ANALYSIS

$$\frac{.9666}{\$17.44}$$

Typing

$$\frac{.1944}{\$1.43}$$

PCO Review

$$\frac{.166}{\$3.56}$$

$$\text{Cost} = \$22.43/\text{Req} \times 1.129 \text{ (Personnel Benefits)} = \underline{\$25.32}$$

DETERMINATION TO AWARD TO
DELINQUENT CONTRACTOR

$$\frac{2.375}{\$42.85}$$

Typing

$$\frac{.6666}{\$4.89}$$

PCO Review

$$\frac{.25}{\$5.36}$$

$$\text{Cost} = \$53.10/\text{Action} \times 1.129 \text{ (Personnel Benefits)} = \underline{\$59.95}$$

	GS-4/5 $7.34	GS-12/5 $18.04	GS-13/5 $21.45
BUSINESS CLEARANCE MEMO AND BOARD		11.95 $215.58	
Typing	1.195 $8.77		
PCO Review			1 $21.45

Cost = $245.80/BCM x 1.129 (Personnel Benefits) = $277.51

	GS-4/5 $7.34	GS-12/5 $18.04	GS-13/5 $21.45
DETERMINATION OF RESPONSIBILITY		.969 $17.48	
PCO Review			.25 $5.36

Cost = $22.34/Action x 1.129 (Personnel Benefits) = $25.79

APPENDIX C

GENERAL SCHEDULE PAY RATE TABLE
1 JANUARY 1988

GENERAL SCHEDULE RATES

Effective on the first day of the first pay period beginning on or after 1 January 1988.
AUTHORITY: Executive Order 12622, 31 December 1987.
NOTE: Hourly Rate = Annual Rate ÷ 2087

PER ANNUM RATES AND STEPS

Grades	1	2	3	4	5	6	7	8	9	10
GS-1	9,811	10,139	10,465	10,791	11,117	11,309	11,631	11,955	11,970	12,275
	4.70	4.86	5.01	5.17	5.33	5.42	5.57	5.73	5.74	5.88
GS-2	11,032	11,294	11,659	11,970	12,103	12,459	12,815	13,171	13,527	13,883
	5.29	5.41	5.59	5.74	5.80	5.97	6.14	6.31	6.48	6.65
GS-3	12,038	12,439	12,840	13,241	13,642	14,043	14,444	14,845	15,246	15,647
	5.77	5.96	6.15	6.34	6.54	6.73	6.92	7.11	7.31	7.50
GS-4	13,513	13,963	14,413	14,863	15,313	15,763	16,213	16,663	17,113	17,563
	6.47	6.69	6.91	7.12	7.34	7.55	7.77	7.98	8.20	8.42
GS-5	15,118	15,622	16,126	16,630	17,134	17,638	18,142	18,646	19,150	19,654
	7.24	7.49	7.73	7.97	8.21	8.45	8.69	8.93	9.18	9.42
GS-6	16,851	17,413	17,975	18,537	19,099	19,661	20,223	20,785	21,347	21,909
	8.07	8.34	8.61	8.88	9.15	9.42	9.69	9.96	10.23	10.50
GS-7	18,726	19,350	19,974	20,598	21,222	21,846	22,470	23,094	23,718	24,342
	8.97	9.27	9.57	9.87	10.17	10.47	10.77	11.07	11.36	11.66
GS-8	20,739	21,430	22,121	22,812	23,503	24,194	24,885	25,576	26,267	26,958
	9.94	10.27	10.60	10.93	11.26	11.59	11.92	12.25	12.59	12.92
GS-9	22,907	23,671	24,435	25,199	25,963	26,727	27,491	28,255	29,019	29,783
	10.98	11.34	11.71	12.07	12.44	12.81	13.17	13.54	13.90	14.27
GS-10	25,226	26,067	26,908	27,749	28,590	29,431	30,272	31,113	31,954	32,795
	12.09	12.49	12.89	13.30	13.70	14.10	14.51	14.91	15.31	15.71
GS-11	27,716	28,640	29,564	30,488	31,412	32,336	33,260	34,184	35,108	36,032
	13.28	13.72	14.17	14.61	15.05	15.49	15.94	16.38	16.82	17.26
GS-12	33,218	34,325	35,432	36,539	37,646	38,753	39,860	40,967	42,074	43,181
	15.92	16.45	16.98	17.51	18.04	18.57	19.10	19.63	20.16	20.69
GS-13	39,501	40,818	42,135	43,452	44,769	46,086	47,403	48,720	50,037	51,354
	18.93	19.56	20.19	20.82	21.45	22.08	22.71	23.34	23.98	24.61
GS-14	46,679	48,235	49,791	51,347	52,903	54,459	56,015	57,571	59,127	60,683
	22.37	23.11	23.86	24.60	25.35	26.09	26.84	27.59	28.33	29.08
GS-15	54,907	56,737	58,567	60,397	62,227	64,057	65,887	67,717	69,547	71,377
	26.31	27.19	28.06	28.94	29.82	30.69	31.57	32.45	33.32	34.20
GS-16	64,397	66,544	68,691	70,838	72,500*	72,500*	72,500*	72,500*	72,500*	
	30.86	31.89	32.91	33.94	34.74	34.74	34.74	34.74	34.74	
GS-17	72,500*	72,500*	72,500*	72,500*	72,500*					
	34.74	34.74	34.74	34.74	34.74					
GS-18	72,500*									
	34.74									

*Basic General Schedule (GS/GM) pay is limited by Section 5308 of Title 5 of the United States Code to the rate payable to Level V of the Executive Schedule which is $72,500.

EDMOND O. McKAMEY
Chief, Position Management
and Classification Division

APPENDIX D

DF, REQUEST FOR VALIDATION

DISPOSITION FORM

S: 4 Sep 87

REFERENCE OR OFFICE SYMBOL	SUBJECT
AMSMC-MGP-M	Study of Planning PWD Flow

TO	AMSMC-IR AMSMC-IM AMSMC-SF	FROM AMSMC-MG	DATE 27 AUG 1987	CMT 1 Mr. McIllece/gc/23268

1. In response to DCGPR tasker, this office was asked to assist AMSMC-PP in identifying the "wasted effort" associated with planning PRONs. The initial objective of this study is to develop the actual detailed flow process of a PWD (1095), determine the estimated time to perform the various operations, identify who (grade) accomplishes it, and calculate the touch labor costs.

2. As a result of interviews conducted with your employee(s), the attached procedures, and associated "hands-on" time/costs to process a 1095 were developed. The times are based on technical estimates provided by your people. The costs are calculated using a median step for the grades identified as accomplishing the work, adjusted by a factor for personnel benefits.

3. Since all data included is based on input from your personnel, request you review the enclosed document(s) for completeness and accuracy, and provide any changes thereto to AMSMC-MGP-M NLT 4 Sep 87.

4. The points of contact for this action are Ms. Jolene Priest and Mr. Pat McIllece, AMSMC-MGP-M, x4200.

JESSE A. ESLICK
Director, Management Directorate

Encl
as

CF:
AMSMC-IMC-T

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

APPENDIX E

DOCUMENTATION OF VALIDATIONS

AMSMC-PDP-PL (AMSMC-MGP-M/11 Sep 87) (37-110i)
SUBJECT: Study of Planning PWD Flow

TO AMSMC-MGP-M   FROM AMSMC-PD   DATE 13 OCT 1987   CMT 2
                                                Mrs. C. Accola/dm/26118

1. The subject charts have been reviewed by each area, AMSMC-PDM, AMSMC-PDP-PL, and
AMSMC-PDP-ES. The following comments are submitted:

   a. AMSMC-PDM Flow Process Chart.

      (1) No disagreement with listed flow or times.

      (2) Steps 6, 18 and 19 should include "or Support Clerk" in the notes.

   b. AMSMC-PDP-ES Flow Process Chart.

      (1) No disagreeement with listed flow or times.

      (2) The flow chart is based only upon a "perfect" flow of an 825-1 and does not
address amendments, rejects and flashers.

   c. AMSMC-PDP-PL Flow Process Chart.
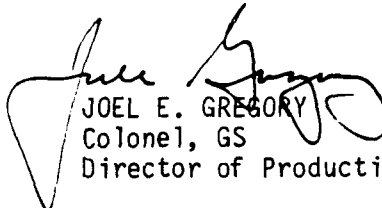
      (1) Amendment processing should also be added to AMSMC-PDP-PL and AMSMC-PDP-ES
charts. Amendments are handled the same as basics and follow the same flow patterns.
The estimated average number of amendments per planning PRON prior to funding is three to
four.

      (2) The flow and times reflected on these charts are being overtaken by events
as the result of MARVS and DSACS.

      (3) The FY 89 planning year will have an entirely new system. The Acquisition
Tracking Center will be the "driver" with a tri-directorate confrontation called "working
sessions" to be held in the CTC Room for resolution on conflicting or inconsistent data
(i.e. TDO date vs TDP date).

2. POC is Cheryll Accola, AMSMC-PDP-PL, extension 26118/26195.

Encl wd   JOEL E. GREGORY
                                               Colonel, GS
                                               Director of Production

2

AMSMC-PDP-P (AMSMC-MGP-M/25 Jan 88) (37-110i)
SUBJECT: Study of Planning Procurement Work Directive (PWD) Flow

TO AMSMC-MG   FROM AMSMC-PDP .   DATE **3 FEB** 1988   CMT 2
                                                          Mrs. J. Abbott/dm/26118

1. Short of Award (SOA) Authority and the Planning PRONs are two different entities.
SOA is an authority required by the Federal Acquisition Regulation (FAR) and based on an
end item requirement from DOD Services.

2. Additionally, concerning Planning PWDs and SOA, a planning PRON on commercially
procured components of an end item is a policy requirement by AMSMC-PCA, but not a
requirement for the SOA. SOA's only requirement is that the end item be a low risk item
on the Presidential Budget.

3. Although Planning PWDs and SOA are related by virtue of falling within the SIAM
process in the "planning" stage, no direct nexus exists between the two as far as
"work-flow" is concerned.

Encl   ROBERT P. SIEVERS
nc   Chief, Programs Division

AMSMC-PCM-O (AMSMC-MG/11 Sep 87)
SUBJECT: Study of Planning PWD Flow
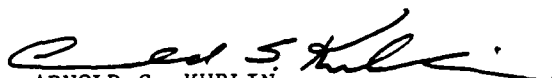
TO: AMSMC-MG   FROM: AMSMC-PC   DATE: 2 5 SEP 1987   CMT 2

                                                          Ms. Novak/lb/3961

1. AMSMC-PCA(R) requests that calculated costs for that division be readdressed.
Changes have been annotated on attached sheet.

2. AMSMC-PCG(R) concurs with calculations made for that division.

                              ARNOLD S. KUBLIN
                              Acting Director
                              Procurement Directorate

MFR

10/1 - spoke with Marla Redaen re discrepancies in time.
She said 7/fe Liberty's group is the smallest and
not really representative of actual process/cost.
They (PCA) would have no problems (and feel that it
is more accurate) with charging 20 min to each
to the 65-12, 6M-13, and 6M-14 for review of
E35. annotating dates, and signing as required
by each. Costs & times will be changed to reflect
this.

                                        Jolene Priest

AMSMC-CPB-P (AMSMC-MGP-M/25 Jan 88)
SUBJECT: Study of Planning Procurement Work Directive (PWD) Flow

TO AMSMC-MG   FROM AMSMC-CPB   DATE **01 FEB 1988**   CMT 2
                                                          Mr. Herrmann/db/22632

Per request in paragraph 3 of basic correspondence, this office has reviewed the documents, and
they are complete and accurate.

Encl
nc

SUZANNE WELLS
Chief, Program and Budget Division

DISPOSITION FORM

→ Jolene

REFERENCE OR OFFICE SYMBOL	SUBJECT
SMCAR-ESC-RP	Study of Planning PWD Flow

TO	FROM	DATE	
AMSMC-MG	SMCAR-ES (R)	2 3 NOV 1987	CMT 1
		Mr. Boyum/sc/26450	

1. Reference:

    a. DF, AMSMC-MG, 14 October 1987, subject: Study of Planning Flow (encl 1).

    b. CMT 2 to DF, AMSMC-MG, 14 October 1987, subject as above (encl 2).

    c. DF, AMSMC-MG, 11 September 1987, subject: Study of Planning PWD Flow (encl 3).

2. The following changes need to be made to reference a.:

    a. Tasks 12a(1), (2), (3), (4), and (12) are functions performed by AMSMC-IMC-T (not SMCAR-ESC-RP) and must therefore be broken out separately.

    b. Task 12a(5) should read performed by GS-03.

    c. Task 12a(6) should read performed by GS-12.

    d. Task 12a(9) should read performed by GS-03.

    e. Task 12a(11) should read performed by GS-03.

    f. Task 12a(13) should read performed by GS-03.

    g. Cost dollars will have to be adjusted to reflect above corrections.

3. The following changes need to be made to reference B: none.

4. ARDEC - Providing Soldiers the Decisive Edge.

L. J. ARTIOLI
Dep Dir, Engineering Support Directorate

3 Encls
as

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO

S: 16 Oct 87

REFERENCE OR OFFICE SYMBOL	SUBJECT
AMSMC-MGP-M	Study of Planning PWD Flow

TO SMCAR-ES	FROM AMSMC-MG	DATE 1 8 OCT 1987	CMT 1
			Mrs. Priest/yld/26667

1. In response to DCGPR tasker, this office was asked to assist AMSMC-PP in identifying the "wasted effort" associated with planning PRONs. The initial objective of this study is to develop the actual detailed flow process of a PWD (1095), determine the estimated time to perform the various operations, identify who (grade) accomplishes it, and calculate the touch labor costs.

2. As a result of interviews conducted with your employee(s), the attached procedures, and associated "hands-on" time/costs to process a 1095 were developed. The times are based on technical estimates provided by your people. The costs are calculated using a median step for the grades identified as accomplishing the work, adjusted by a factor for personnel benefits.

3. Since all data included is based on input from your personnel, request you review the enclosed document(s) for completeness and accuracy, and provide any changes thereto to AMSMC-MGP-M NLT 16 Oct 87.

4. The points of contact for this action are Mrs. Jolene Priest and Mr. Pat McIllece, AMSMC-MGP-M, extension 4200.

Encl
as

JESSE A. ESLICK
Director, Management Directorate

CF:
SMCAR-ESK

SMCAR-ESK

TO AMSMC-MG	FROM SMCAR-ES	DATE 1 9 OCT 1987	CMT 2
			Mr. Piskorik/mg/26164

1. This directorate agrees with the figures provided in the enclosure. However, we cannot provide data pertaining to the number of PRONs that become "wasted effort" because they do not result in the actual acquisition of hardware.

2. ARDEC - Providing Soldiers the Decisive Edge.

Encl wd

R. J. ARTIOLI
Deputy Director, Engineering Support Directorate

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

AMSMC-PPM-R (AMSMC-MGP-M/7 Oct 87)
SUBJECT: Study of Planning PWD Flow

TO AMSMC-MG   FROM AMSMC-PP   DATE   1 9 OCT 1987   CMT 2
                                                                   Mrs. Getz/dt/26567

1. We have reviewed the flow of planning PRONs through the AMSMC-PPM-C PWD Team. An
additional task, the return of the FL398 for an addition or correction of the PPI/TDP
process, should be added as follows:

    Process returned PWD w/FL398
    Input to CCSS
    Log 404 Report
    Provide Assistance

2. Members of my staff will meet with Mr. McIllece on 19 October 1987, 0900, P&P Conference
Room, to discuss further required actions.

Encl   DAVID HERINGTON
nc   Director, P&P Policy and
                                                 Management Directorate

DISPOSITION FORM

S: 4 Sep 87

REFERENCE OR OFFICE SYMBOL	SUBJECT
AMSMC-MGP-M	Study of Planning PWD Flow

TO	FROM	DATE	
AMSMC-IR AMSMC-IM AMSMC-SF	AMSMC-MG	27 AUG 1987	CMT 1 Mr. McIllece/gc/23268

1. In response to DCGPR tasker, this office was asked to assist AMSMC-PP in identifying the "wasted effort" associated with planning PRONs. The initial objective of this study is to develop the actual detailed flow process of a PWD (1095), determine the estimated time to perform the various operations, identify who (grade) accomplishes it, and calculate the touch labor costs.

2. As a result of interviews conducted with your employee(s), the attached procedures, and associated "hands-on" time/costs to process a 1095 were developed. The times are based on technical estimates provided by your people. The costs are calculated using a median step for the grades identified as accomplishing the work, adjusted by a factor for personnel benefits.

3. Since all data included is based on input from your personnel, request you review the enclosed document(s) for completeness and accuracy, and provide any changes thereto to AMSMC-MGP-M NLT 4 Sep 87.

4. The points of contact for this action are Ms. Jolene Priest and Mr. Pat McIllece, AMSMC-MGP-M, x4200.

JESSE A. ESLICK
Director, Management Directorate

Encl
as

CF:
AMSMC-IMC-T

AMSMC-IMC-T (715B)

TO AMSMC-MGP-M	FROM AMSMC-IMC	DATE 2 2 SEP 1987	CMT 2 Mr. Bender/ssb/4277

1. Review of procedures has been completed; we concur with the time/cost information developed for AMSMC-IMC-T.

2. The procedures and times developed reflect the process used by AMSMC-IMC-T to process and control the PWD flow. As a result of the Procurement Package Input (PPI) colocation functions being taken over by SMCAR-ESC, the effort originally conducted by AMSMC-IMC-T is subject to change and the time reflected by the flow charts could be misleading.

HOWARD G. STAUB
Chief, Computer Management Division

Encl
nc

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

U.S.GPO 1986-490-003/43241

AMSMC-QAD   (AMSMC-MG/29 Sep 87)
SUBJECT: Study of Planning PWD Flow

TO AMSMC-MG   FROM AMSMC-QA (R)   DATE   9 October 1987   CMT 2
                                                           Mr. Mc Grann/hd/2421-41

1. The enclosed documents were reviewed as requested and the following are changes
required to make the documents more accurate:

     a. The average time for the PQM review of TDP and completion of contract QA provisions
(367) is 1.57 hours. This time is based on labor tally data from all PQMs at AMSMC-QA (R)
which includes planning and non-planning PWDs. However, it is believed that planning PWDs
are normally for the more complex items rather than non-complex items. If this belief is
correct, the average time for PQM actions on planning PWDs only would be greater than
1.57 hours. A time of 2.0 hours is more realistic for planning PWDs only and may be some-
what low. (No distinction is made on AMSMC-QA (R) tally sheets regarding contract QA
provisions for planning versus non-planning PWDs.)

     b. A new item in the procedure should be added after "367 signed by senior PQM."
This new item is "DD1423/PADDS Review (Info Clerk)" with a time of .083 hour in the
"GS-5/5" column.

     c. The times for "Returned to SMCAR-ESP-RP" should be .166/.265 rather than .166/182.

     d. Total time and dollar amounts should be changed to reflect the new times listed
above.

2. It is requested that the following note be added to eliminate possible confusion
regarding actual "touch" time and elapsed time:

     NOTE: Total time is only an average figure for actual touch labor. It does not
correlate well to elapsed time as determined in calendar days on the ALT computer. That
computer is programmed in such a manner that a minimum of two calendar days must elapse
for the PRON to be shown as distributed and returned.

Encl   LESTER GRIFFIN
nc   Acting Director of Product Assurance

                                            2

AMSMC-IRC-P (AMSMC-MG/27 Aug 87)
SUBJECT: Study of Planning PWD Flow

TO AMSMC-MG   FROM AMSMC-IR   DATE   8 SEP 1987   CMT 2
                                                       Mr. Thomas/cb/22367

1. Review of the Industrial Readiness input to subject study has been completed IAW
paragraph 3 of basic, and the following comments/corrections are forwarded for consider-
ation:
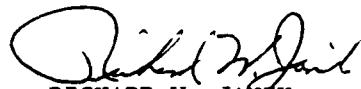
    a. Title on the cost breakout, Industrial Preparedness Directorate, should be
corrected to read as the Industrial Readiness Directorate.

    b. The Flow Process Chart should be modified to show receipt of the document at the
branch level from the division, after block 12a-2 and before 12a-3.

    c. Block 12g, Notes, identification only on nomenclature is over simplified and not
always the case. Sometimes considerable time is consumed researching the nomenclature,
NSN, PN, or PRON numbers to determine what the item is and what it relates to.
Nomenclature alone is not always sufficient or adequate to identify the end item/
component to transmit the document to the appropriate planner.

2. The attached AMSMC Form 1734 is the current AMSMC-IR method of providing input to
subject PWDs. AMSMC-PP is finalizing formal implementation instructions.

3. POC in AMSMC-IR is Mr. Jerry Thomas, AMSMC-IRC-P, extension 22367.

2 Encls   RICHARD W. JANIK
wd encl 1   Acting Director
Added 1 encl   Industrial Readiness Directorate
2. As stated

DISPOSITION FORM

→ Pat/Jolene

S: 4 Sep 87

REFERENCE OR OFFICE SYMBOL	SUBJECT
AMSMC-MGP-M	Study of Planning PWD Flow

TO AMSMC-IR
AMSMC-IM
AMSMC-SF

FROM AMSMC-MG

DATE 27 AUG 1987

CMT 1
Mr. McIllece/gc/23268

1. In response to DCGPR tasker, this office was asked to assist AMSMC-PP in identifying the "wasted effort" associated with planning PRONs. The initial objective of this study is to develop the actual detailed flow process of a PWD (1095), determine the estimated time to perform the various operations, identify who (grade) accomplishes it, and calculate the touch labor costs.

2. As a result of interviews conducted with your employee(s), the attached procedures, and associated "hands-on" time/costs to process a 1095 were developed. The times are based on technical estimates provided by your people. The costs are calculated using a median step for the grades identified as accomplishing the work, adjusted by a factor for personnel benefits.

3. Since all data included is based on input from your personnel, request you review the enclosed document(s) for completeness and accuracy, and provide any changes thereto to AMSMC-MGP-M NLT 4 Sep 87.

4. The points of contact for this action are Ms. Jolene Priest and Mr. Pat McIllece, AMSMC-MGP-M, x4200.

JESSE A. ESLICK
Director, Management Directorate

Encl
as

CF:
AMSMC-IMC-T

AMSMC-SFP

TO AMSMC-MGP-M

FROM AMSMC-SF

DATE

0 3 SEP 1987   CMT 2
Mrs. Carey/ez/22986

No changes are required.

Encl wd

LAWRENCE E. SMITH
Chief, Safety Office

DA FORM AUG 80 **2496**

PREVIOUS EDITIONS WILL BE USED

AMSMC-SS
SUBJECT: Study of Planning PWD Flow

TO: AMSMC-MGP-M   FROM: AMSMC-SS   DATE **15 SEP 1987**   CMT 2
                                        Mr. Schiller/lyw/23780
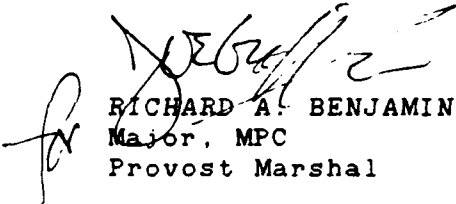
1. The DD Form 1723 attached to comment 1 has been reviewed. The
following corrections/modifications are necessary:

    a. Reference lines 2 and 3: Individual normally conducting
this research is a GS-11 or 12. Since the office has only one
secretary (GS-06) to support the Provost Marshal and nine security
specialists, this mission could not be assigned to the GS-06.
There is no GS-05 assigned nor is one anticipated.

    b. Reference line 8: Documents are normally placed in
distribution, not handcarried. If the cost associated with the
distribution system is to be captured, recommend this be made a
separate study category.

2. Point of contact for this information is Mr. David Schiller,
extension 23780.

wd all encls   RICHARD A. BENJAMIN
                                Major, MPC
                                Provost Marshal

AMSMC-PPM-R (AMSMC-MG/8 Feb 88) (5-5a)
SUBJECT: Study of Procurement Work Directive (PWD) Flow

TO AMSMC-MG   FROM AMSMC-PP   DATE   1 6 FEB 1988   CMT 2
                                                             Mrs. DeMaught/dt/23696

This directorate has reviewed subject flow and no discrepancies were found associated with
the times/cost and the flow process.

Encl wd   DAVID HERINGTON
                                          Director, P&P Policy and
                                          Management Directorate

AMSMC-PPM-R (AMSMC-MG/25 Jan 88) (5-5a)
SUBJECT: Study of Procurement Work Directive (PWD) Flow

TO AMSMC-MG   FROM AMSMC-PP   DATE   0 8 FEB 1988   CMT 2
                                                             Mrs. Whitmer/dt/26567

1. The appropriate offices have reviewed subject flow charts. The Central Processing Point
Branch found no discrepancies with the flow or associated time/costs. However, cost
estimates and hours provided for the Review and Compliance Division reflect only formal
Solicitation Review Boards. Not included are Contract Review Boards and Business Clearance
Boards.

2. Request your office amend flow process to include the addition of boards/reviews relative
to the PWD.

Encl wd   DAVID HERINGTON
                                       Director, P&P Policy and
                                       Management Directorate

AMSMC-MGP-M (5-5a)   S: 18 March 1988

TO AMSMC-PP   FROM AMSMC-MG   DATE 11 March 1988   CMT 3
                                                          Mrs. Priest/yd/26667

1. Flow process charts and costs associated with Contract Review Boards and Business
Clearance Boards have been developed and are provided at enclosure 2.

2. Please review the enclosed documents for completeness and accuracy and provide any changes
thereto to AMSMC-MGP-M NLT 18 March 1988.

2 Encls   JESSE A. ESLICK
wd encl 1   Director, Management Directorate
Added 1 encl
2. As stated

AMSMC-PPM-R   (AMSMC-MGP-M/25 January 1988)
SUBJECT: Study of Procurement Work Directive (PWD) Flow

TO   AMSMC-MG   FROM   AMSMC-PP   DATE 2 2 MAR 1988 CMT 4
                                                                        Mrs. Whitmer/er/26567

1. The flow charts and cost information relating to Business Clearance Review and Contract
Review Boards were reviewed by the appropriate office. Corrections are annotated in red ink
on the enclosed documents (encl 2).

2. Request your office amend flow process to reflect these changes.

                                                    DAVID HERINGTON
Encl   Director, P&P Policy and
nc   Management Directorate

AMSMC-PPM-R (AMSMC-MGP-M/1 April 1988) (5-5a)
SUBJECT: Procurement Work Directive (PWD) Cost Study

TO AMSMC-MG   FROM AMSMC-PP   DATE   1 1 APR 1988   CMT 2
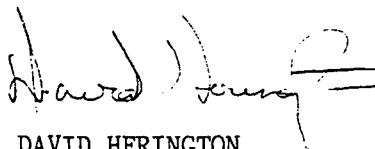   Mrs. DeMaught/dt/23696

This directorate has reviewed subject study and no discrepancies were found associated with
the times/cost.

Encl wd   WILLIAM E. TURNIS
                                               Acting Director, P&P Policy and
                                               Management Directorate

2

AMSMC-GCP (R) (AMSMC-MG/25 January 1988)
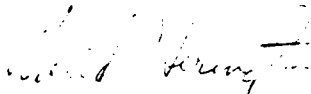SUBJECT: Study of Procurement Work Directive (PWD) Flow

TO AMSMC-MG   FROM AMSMC-GCP (R)   DATE 29 January 1988   CMT 2
                                                                    Mrs. Lipes/td/24051/x27

1. This office has reviewed the data submitted to this office regarding subject study, and the following comments and submitted.

2. The data submitted appears correct, however, an additional topic of "Determination not to appeal a COC" should be included. This would involve .75 hour for a GS-13 attorney review, .083 hour for a GS-14 Senior Attorney review, .083 hour for a GM-15 Division Chief review, and .083 hour for a SES Chief Counsel review.

3. Review of ceiling price approvals are also performed by this office on a limited number of items. If this item is to be included in your study the following time periods should be used:

    a. .75 hour - GS-13 Attorney;
    b. .083 hour - GS-14 Senior Attorney;
    c. .083 hour - GM-15 Division Chief; and
    d. .083 hour - SES Chief Counsel.

4. It is the understanding of this office that only time spent prior to review of the actual award package was computed by your office. If this understanding is incorrect, please contact this office because additional time would be involved.

5. Point of contact in this office is Mrs. Sharon Lipes, 24051/x27.

Encl
nc

MIKE G. PATRAMANIS
The Deputy Chief Counsel and
Chief, Procurement Law Division

2

AMSMC TMP P (AMSMC MGP M 25 January 1989) (715(A))
SUBJECT: Study of Procurement Work Directive (PWD) Flow

TO AMSMC MG   FROM AMSMC TM   DATE February '89   CYT 2
                                                                     Mr. Smith/smd/26805

1. As requested, enclosure 1 has been reviewed. AMSMC Form 1042, Request for Estimate for
Transportation Provisions, is used for procurement provisioning input (P) of ammunition
items. DD Form 1653, Transportation Data for IFBs and RFPs, is used for the P of weapons
and secondary items. DD Form 1642 is received from AMSMC-PCA branches and is returned as a
dual purpose form. DD Form 1653, however, is received from AMSMC-PCS and AMSMC-PCW branches
as part of the total PPI package for review and return. The enclosure should be corrected to
reflect the use of the two forms, accordingly.

2. Further, there should be an added entry, "review MIPR and PPI data." This is a processing
step during the provisioning phase that assures items are properly and additionally included
as appropriate. This is currently included in the estimated processing time shown, but
should, and could be far more effectively entered in the Production Directorate provisioning
cycles to be communicated onward for use by all concerned.

3. With the added integration of the above recommended and realignment changes (enclosure 2),
this Directorate concurs that the "hands-on" part of the DD Form 1723 continues to reflect
the estimated time and costs associated with transportation review and input to the overall
procurement process.

4. The POC is Mr. Dale P. Smith, AMSMC-TMP-P, extension 26805.

GARY L. ANDERSON
Director, Transportation and
    Traffic Management Directorate

2 Encls
wd encl 1
Added 1 encl
2. As stated

DISPOSITION FORM

S: 29 April 1988

REFERENCE OR OFFICE SYMBOL	SUBJECT
AMSMC-MGP-M (5-5a)	Procurement Work Directive (PWD) Cost Study

TO AMSMC-PCA	FROM AMSMC-MG	DATE 19 April 1988	CMT 1
			Mrs. Priest/yd/26667

1. In response to Deputy Commander for Procurement and Readiness (DCPR) tasker, this Directorate was asked to assist AMSMC-PP in identifying the costs associated with processing a PWD (1095) from origination with the 825 up to negotiation. The initial objective of this study is to develop the actual flow process of a PWD (ultimately a procurement package), determine the estimated time to perform the various operations, identify who (grade) accomplishes the work, and calculate touch labor costs.

2. As a result of interviews conducted with your employees, the enclosed procedures and associated "hands-on" time/costs to process actions in support of the 1095 were developed. The times are based on averages of technical estimates provided by your people. The costs are calculated using a median step for the grades identified as accomplishing the work, adjusted by a factor for personnel benefits. Procedures and costs were developed separately for three types of procurement; sole source, restricted, and full and open.

3. Since all data included is based on input from your personnel, request you review the enclosed documents for completeness and accuracy, and provide any changes thereto to AMSMC-MGP-M NLT 29 April 1988.

4. If questions arise during your validation of this data, please contact Mrs. Jolene Priest, AMSMC-MGP-M, extension 26667.

Enc¹

JESSE A. ESLICK
Director, Management Directorate

AMSMC-PCA

TO AMSMC-MG	FROM AMSMC-PCA	DATE 4 MAY 1988	CMT 2
			Mr. Sachs/lad/3221

The numbers as shown appear to be acceptable averages and we take no exception to your findings.

Encl
nc

MERTON I. SACHS
Chief, Ammunition Division

AMSMC-SB 715g
SUBJECT Study of Procurement Work Directive (PWD) Flow

TO AMSMC-MGP-M   FROM AMSMC-SB   DATE 28 Jan 88   CMT 2
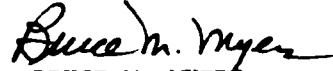   Mrs. Bray/vc/24965

This office has annotated enclosed DD Form 1723 to reflect changes to grade structure of
personnel accomplishing various operations.

1 Encl   BRUCE M. MYERS
nc   Chief, Small Business Office

APPENDIX F

PRE-PALT FLOW/COST SUMMARY

--- P R E - P A L T ---

PWD FLOW/COST SUMMARY

__ORG___	PROCESS	COST MIN	COST MAX	TIME HRS.	AVG. COST
AMSMC-PD					
-PDM	Prepare 825's	$10.79	$16.59	1.165	$13.69
	Prepare Amendment	4.17*	7.64*	.45*	5.90*
-PDP	Review/Coord 825	8.04	11.18	.797	9.61
-PDP-ES	Input to CCSS	6.97	10.80	.786	8.89
-PDP	Request Short of Award	14.56	14.56	1.333	14.56
AMSMC-PC					
-PCA	825 Input	$30.47	$30.47	1.508	$30.47
-PCG	825 Input	8.24**	11.30**	.666**	9.78**
AMSMC-CP	Request Short of Award	$ 2.71	$ 2.71	.133	$ 2.71
SMCAR-ES					
-ESC	825 Input	$ 1.05	$ 1.05	.05	$ 1.05
	Receipt/Proc of TDP/PPI	46.28	62.74	3.88	54.51
-ESK	Receipt/Proc of TDP/PPI	29.02	34.05	2.029	31.54
AMSMC-PP	Processing PWDs	$ 1.07	$ 1.07	.122	$ 1.07
	Processing Amend	.01*	.01*	.012*	.01*
	Processing PPI	.59	.59	.066	.59
AMSMC-IMC					
-IMC-TF	Proc PPI & Bid Sets	$ 6.56	$ 8.05	.881	$ 7.30
	Receive & Proc New BOWs	27.60	30.47	3.679	29.04
-IMC-TR	Repro Bid Sets	19.81	22.42	2.671	21.12
AMSMC-QA	Prepare PPI Input	33.93	46.57	2.53	40.25
AMSMC-IR	Prepare PPI Input	28.02	28.02	1.5	28.02
AMSMC-SF	Prepare PPI Input	1.31	1.31	.093	1.31
AMSMC-SS	Prepare PPI Input	__1.46	__1.51	___.115	__1.49_
	PCA TOTAL	$270.24	$324.16	23.34	$297.22
	**PCG TOTAL	$248.01	$304.99	22.50	$276.53
	*ADD-ON PER AMENDMENT	$ 4.18	$ 7.65	.46	$ 5.91

APPENDIX G

PALT FLOW/COST SUMMARY

--- P A L T ---

PROCUREMENT PACKAGE FLOW/COST SUMMARY

__ORG__	PROCESS	COST MIN	COST MAX	TIME HRS	AVG COST
AMSMC-PP					
-PPA	Acquisition Plan	$803.58	$1370.02	59.35	$1086.80
-PPS	Process Solicitation	22.00	22.00	2.24	22.00
	Process Sol Change	7.36	7.36	.76	7.36
-PPR	Review Solicitation				
	>500K <10M	49.16	49.16	3.5	49.16
	>10M	987.58	987.58	36.06	987.58
-PPA	Review J&A				
	<10M	40.55	69.34	2.96	54.59
	>10M	260.43	447.32	18.78	353.88
-PPM	Bidder's Mailing List	2.79	2.79	.30	2.79
-PPS	Process Contract	18.06	18.06	1.84	18.06
	Process Cont Change	.58	.58	.06	.58
-PPR	Business Clearance Board	679.38	679.38	26.25	679.38
	Contract Review Brd	257.10	257.10	7.64	257.10
-PPS	*Process Amd/Mod	11.41	11.41	1.12	11.41
	*Process Amd/Mod Change	6.45	6.45	.63	6.45
AMSMC-PC					
-PCF	Price Analysis	546.13	765.83	39.0	655.98
	Cost Analysis	1203.34	1699.65	85.75	1451.50
	Technical Analysis	2401.73	2860.83	142.5	2631.28
AMSMC-SB	Acquisition Plan	48.43	48.43	2.0	48.43
	DA Form 1877	10.85	14.80	.65	12.83
	SubContracting Plan	3.82	3.82	.33	3.82
AMSMC-GC	Review Acquisition Plan	51.91	51.91	2.0	51.91
	Review J&A	26.58	26.58	1.0	26.58
	Review Solicitation	25.19	25.19	1.04	25.19
	Review COC	6.05	6.05	.25	6.05
	Rev Det to Award to Delinquent Contractor	26.58	26.58	1.0	26.58
	Det not to Appeal COC	26.58	26.58	1.0	26.58
	Review Ceiling Price Approval	26.58	26.58	1.0	26.58
AMSMC-TM	Process AMSMC-1649	8.85	12.84	.63	10.85
	Perform Transp Eval	211.27	306.39	15.04	258.82

--- P A L T. ---

PROCUREMENT PACKAGE FLOW/COST SUMMARY

FULL AND OPEN

ORG	PROCESS	COST MIN	MAX	AVG TIME HRS	AVG COST
AMSMC-PCA					
	Process Incoming 1095 at Division Level	$1.21	$1.21	.1306	$1.21
	Process 1095 at Branch Level	2.21	2.21	.2672	2.21
	*Add on for 01 PRON	1.81	1.81	.247	1.81
	*Add on for Amend	.61	.61	.0826	.61
	Procurement Method	16.60	25.46	.98	19.95
	Review PPI/TDP	10.18	61.10	1.28	26.07
	Order Tech Data (Includes typing)	4.11	13.96	.254 (.25)	7.25
	Acquisition Plan < 10M (Includes typing) (Includes PCO review)	127.45	127.45	6.0 (1.0) (4.5)	127.45
	Procurement Plan	10.18	10.18	.5	10.18
	Summary of Prop Proc	8.49	40.73	1.104	22.49
	Justification & Approval	N/A	N/A	N/A	N/A
	Bidder's Mailing List (Includes PCO review)	14.14	18.90	.71 (.5)	16.39
	*Add-on to add Bidders	2.97	2.97	.146	2.97
	Transportation (AMSMC-1649) (Includes typing)	6.47	12.95	.59 (.277)	8.66
	1877 (Includes typing) (Includes PCO review)	15.92	25.79	1.19 (.277) (.25)	21.94
	Synopsis (Includes typing) (Includes PCO review)	9.59	17.79	.867 (.392) (.25)	13.89

Solicitation				
< 15M	.589.71	740.43	31.68	652.86
(Includes PCO review)			(1.5)	
> 15M			32.93	
(Includes PCO review)	619.98	770.70	(1.5)	683.12
(Includes Sol Board)			(1.25)	
*Add-on for Changes	.69	3.45	.222	1.84
done in -PCA				
Just for Option	12.45	17.20	.587	13.87
(Includes PCO review)			(.5)	
Bid Opening	5.09	61.10	1.31	26.68
EEO Clearance	9.12	40.74	1.15	19.67
(Includes typing)			(.388)	
(Includes PCO review)			(.25)	
Transportation Eval	23.99	134.31	3.35	70.16
(Includes typing)			(.222)	
(Includes PCO review)			(.5)	
Request for Pricing Eval	8.11	27.16	1.12	21.21
(Includes typing)			(.194)	
(Includes PCO review)			(.166)	
SubContracting Plan	11.41	29.19	.983	16.97
(Includes typing)			(.222)	
(Includes PCO review)			(.166)	
Req for Preaward Survey	10.51	32.64	1.46	25.04
(Includes typing)			(.472)	
(Includes PCO review)			(.25).	
COC	46.25	334.69	10.19	205.86
(Includes typing)			(.222)	
(Includes PCO review)			(.25)	
Waiver of FAT	8.11	19.00	.689	12.31
(Inclues typing)			(.222)	
(Includes PCO review)			(.25)	
Determination of Resp	7.74	11.14	.555	9.44
(Includes PCO review)			(.25)	
Deter to Award to Del K	22.07	34.71	1.71	27.71
(Includes typing)			(.666)	
(Includes PCO review)			(.25)	

Pre-Negotiation Bus	35.08	282.10	5.83	108.21
Clearance Memo				
& Board	:	:		
(Includes typing)			(1.195)	
(Includes PCO review)			(1.0)	

--- P A L T ---

PROCUREMENT PACKAGE FLOW/COST SUMMARY

RESTRICTED

ORG	PROCESS	COST MIN	COST MAX	AVG TIME HRS	AVG COST
AMSMC-PCA					
	Process Incoming 1095 at Division Level	$1.21	$1.21	.1306	$1.21
	Process 1095 at Branch Level	2.21	2.21	.2672	2.21
	*Add on for 01 PRON	1.81	1.81	.247	1.81
	*Add on for Amend	.61	.61	.0826	.61
	Procurement Method	16.60	25.46	.98	19.95
	Review PPI/TDP	10.18	61.10	1.28	26.07
	Order Tech Data (Includes typing)	4.11	13.96	.254 (.25)	7.25
	Acquisition Plan < 10M (Includes typing) (Includes PCO review)	127.45	127.45	6.0 (1.0) (4.5)	127.45
	Procurement Plan	10.18	10.18	.5	10.18
	Summary of Prop Proc	8.49	40.73	1.104	22.49
	Justification & Approval (Includes typing) (Includes PCO review)	206.26	515.61	18.18 (1.33) (1.5)	359.98
	Bidder's Mailing List (Includes PCO review)	14.14	18.90	.71 (.5)	16.39
	*Add-on to add Bidders	2.97	2.97	.146	2.97
	Transportation (AMSMC-1649) (Includes typing)	6.47	12.95	.59 (.277)	8.66
	1877 (Includes typing) (Includes PCO review)	15.92	25.79	1.19 (.277) (.25)	21.94
	Synopsis (Includes typing) (Includes PCO review)	9.59	17.79	.867 (.392) (.25)	13.89

Solicitation				
< 15M	589.71	740.43	31.68	652.86
(Includes PCO review)			(1.5)	
> 15M			32.93	
(Includes PCO review)	619.98	770.70	(1.5)	683.12
(Includes Sol Board)			(1.25)	
*Add-on for Changes	.69	3.45	.222	1.84
done in -PCA				
Just for Option	12.45	17.20	.587	13.87
(Includes PCO review)			(.5)	
Bid Opening	5.09	61.10	1.31	26.68
EEO Clearance	9.12	40.74	1.15	19.67
(Includes typing)			(.388)	
(Includes PCO review)			(.25)	
Transportation Eval	23.99	134.31	3.35	70.16
(Includes typing)			(.222)	
(Includes PCO review)			(.5)	
Request for Pricing Eval	8.11	27.16	1.12	21.21
(Includes typing)			(.194)	
(Includes PCO review)			(.166)	
SubContracting Plan	11.41	29.19	.983	16.97
(Includes typing)			(.222)	
(Includes PCO review)			(.166)	
Req for Preaward Survey	10.51	32.64	1.46	25.04
(Includes typing)			(.472)	
(Includes PCO review)			(.25)	
COC	46.25	334.69	10.19	205.86
(Includes typing)			(.222)	
(Includes PCO review)			(.25)	
Waiver of FAT	8.11	19.00	.689	12.31
(Includes typing)			(.222)	
(Includes PCO review)			(.25)	
Determination of Resp	7.74	11.14	.555	9.44
(Includes PCO review)			(.25)	
Deter to Award to Del K	22.07	34.71	1.71	27.71
(Includes typing)			(.666)	
(Includes PCO review)			(.25)	

Pre-Negotiation Bus	35.08	282.10	5.83	108.21
Clearance Memo				
& Board				
(Includes typing)			(1.195)	
(Includes PCO review).			(1.0)	

--- P A L T ---

PROCUREMENT PACKAGE FLOW/COST SUMMARY

SOLE SOURCE

| ORG | PROCESS | COST | | AVG TIME | AVG |
		MIN	MAX	HRS	COST
AMSMC-PCA					
	Process Incoming 1095 at Division Level	$1.21	$1.21	.1306	$1.21
	Process 1095 at Branch Level	2.21	2.21	.2672	2.21
	*Add on for 01 PRON	1.81	1.81	.247	1.81
	*Add on for Amend	.61	.61	.0826	.61
	Procurement Method	N/A	N/A	N/A	N/A
	Review PPI/TDP	20.37	71.29	2.125	43.29
	Order Tech Data (Includes typing)	5.47	13.96	.612 (.25)	9.45
	Acquisition Plan				
	< 10M (Includes typing) (Includes PCO review)	158.00	168.19	7.75 (1.0) (4.5)	163.10
	> 10M (Includes typing) (Includes PCO review)	565.35	565.35	27.5 (1.0) (4.5)	565.35
	Procurement Plan	20.37	112.02	3.0	61.10
	Summary of Prop Proc	4.51	20.37	.563	11.47
	Justification & Approval				
	< 10M (Includes typing) (Includes PCO review)	858.00	867.75	42.83 (1.33) (1.5)	862.04
	> 10M (Includes typing) (Includes PCO review)	939.48	1629.37	64.83 (1.33) (1.5)	1310.11
	Bidder's Mailing List (Includes PCO review)	15.51	18.90	.75 (.5)	17.21
	Transportation (AMSMC-1649) (Includes typing)	8.16	18.89	.851 (.277)	13.98

1877	17.61	35.97	1.40	26.18
(Includes typing)			(.277)	
(Includes PCO review)			(.25)	
Synopsis	13.16	23.91	1.06	17.79
(Includes typing)			(.392)	
(Includes PCO review)			(.25)	
Solicitation				
< 15M	306.19	1154.81	39.5	812.12
(Includes PCO review)			(1.5)	
> 15M	336.46	1185.08	40.75	842.39
(Includes PCO review)			(1.5)	
(Includes Sol Board)			(1.25)	
*Add-on for Changes	.69	3.45	.222	1.84
done in -PCA				
Just for Option	13.80	32.48	.917	20.60
(Includes PCO review)			(.5)	
Bid Opening	5.09	30.55	.573	11.67
EEO Clearance	9.12	30.56	1.22	21.15
(Includes typing)			(.388)	
(Includes PCO review)			(.25)	
Transportation Eval	16.88	55.61	1.61	32.04
(Includes typing)			(.222)	
(Includes PCO review)			(.5)	
Request for Pricing Eval	7.08	47.52	1.327	25.32
(Includes typing)			(.194)	
(Includes PCO review)			(.166)	
SubContracting Plan	11.68	69.92	1.61	31.12
(Includes typing)			.222	
(Includes PCO review)			(.166)	
Req for Preaward Survey	49.55	124.28	3.72	71.07
(Includes typing)			(.472)	
(Includes PCO review)			(.25)	
COC	68.53	334.69	10.14	204.76
(Includes typing)			(.222)	
(Includes PCO review)			(.25)	
Waiver of FAT	9.12	29.19	.826	15.11
(Includes typing)			(.222)	
(Includes PCO review)			(.25)	
Determination of Resp	23.88	26.42	1.22	25.79
(Includes PCO review)			(.25)	

Deter to Award to Del K (Includes typing) (Includes PCO review)	30.56	95.81	3.29 (.666) (.25)	59.95
Pre-Negotiation Bus Clearance Memo & Board (Includes typing) (Includes PCO review)	194.62	389.02	14.15 (1.195) (1.0)	277.51